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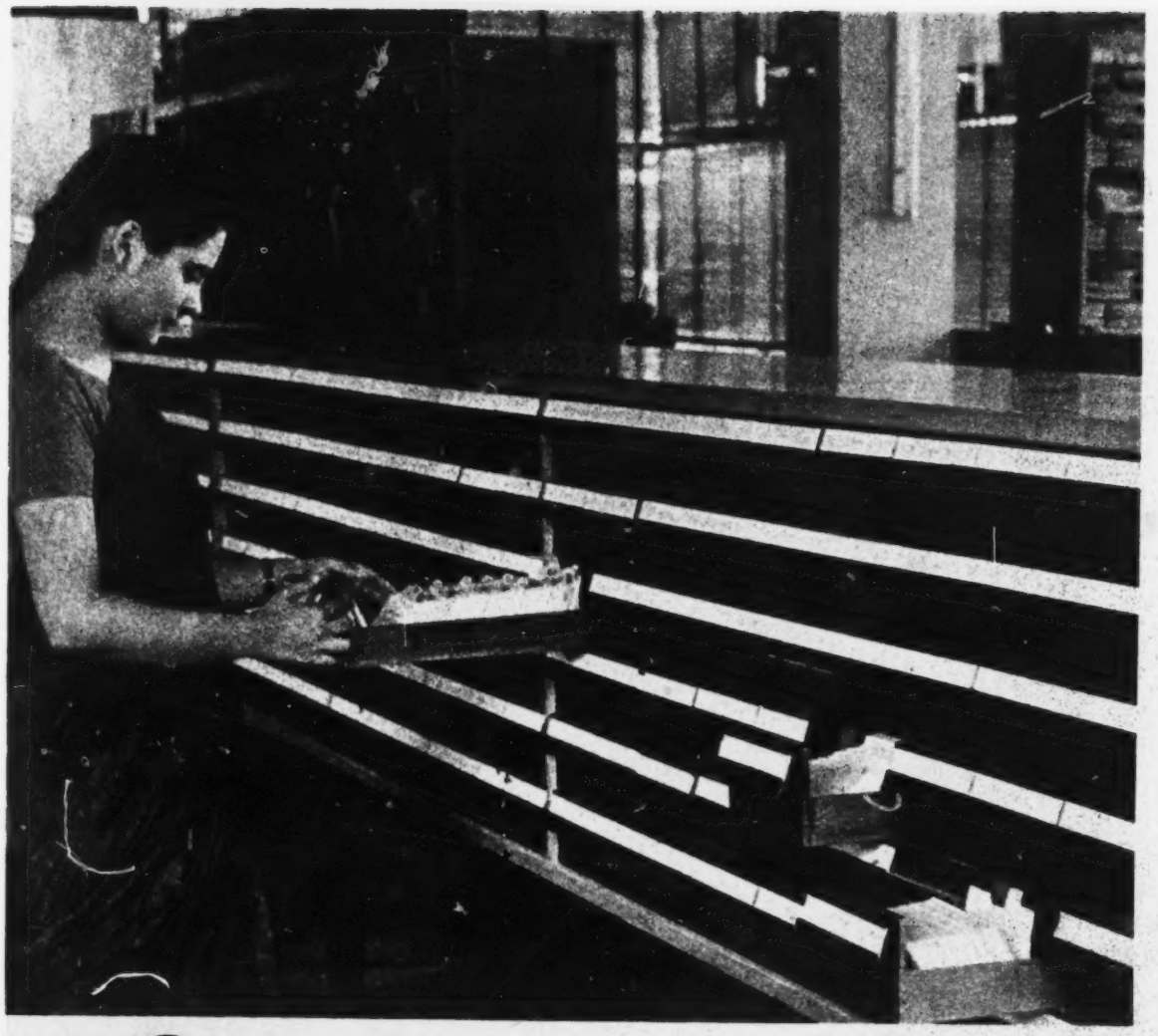
ABSTRACT

A survey of the resources and services of the Council of Scientific and Industrial Research (CSIR) libraries was made so that the libraries in the complex could share the benefit of the experiences of each other. The report is based on questionnaire replies received from 31 CSIR Institutions and eight Co-operative Research Associations and relates to the year 1968-69. A list of CSIR Institutions is provided with their address, budget and strength of scientific and technical staff and the year of establishment. Other information given includes: library collections, clientele, control and administration, acquisition, technical processing, building and equipment, and services. (NH)



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LIBRARIES SERVING THE CSIR COMPLEX

1970

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INDIAN NATIONAL SCIENTIFIC DOCUMENTATION CENTRE, DELHI 12

1

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CONTENTS

	Page No.
CSIR COMPLEX	1
Fields of Specialisation	4
Growth of CSIR Complex	5
CSIR LIBRARIES	9
Library Collection	11
Current Periodicals	12
Library Budget	14
Budget Head	15
Library Staff	15
Clientele	18
Summary of Library Data	19
CONTROL AND ADMINISTRATION	23
Library Hours	23
Stock Verification and Withdrawal	23
ACQUISITION	27
Foreign Exchange Release	27
Problems in Acquisition	29
Depository Collection	29
TECHNICAL PROCESSING	31
Catalogue	32
List of Additions	34
Filing Order of Material	36
Binding	37
BUILDING AND EQUIPMENT	39
SERVICES	41
Circulation	41
Circulation Methods	41
Reference Service	44
Central Information File	45
Current Awareness Service	47
Abstracting Service	50
Translation Service	51
Reprographic Service	56
Publications	60

At a Conference of Librarians of the Council of Scientific and Industrial Research held at INSDOC on 21-22 July 1969, it was desired that attempts should be made to survey the resources and services of CSIR libraries and that the results of the survey should be published so that the libraries in the complex may share the benefit of experiences of each other. Accordingly, INSDOC took up the initiative in undertaking the survey. A detailed questionnaire was prepared by INSDOC to elicit information and it was circulated to all the librarians of CSIR Institutions and Co-operative Research Associations. The replies to the questionnaires were received from 31 CSIR Institutions and 8 Co-operative Research Associations. A few institutions such as the Industrial Toxicology Research Centre, the Central Indian Medicinal Plants Organisation, the Regional Research Laboratory, Jorhat and the Wool Research Association have reported that their libraries are either in the initial stages of development or too small and that they have very little information to furnish. The Central Leather Research Institute has not responded to the questionnaire. The data presented in this report relate to the year 1968-69.

The co-operation extended by the following Librarians/Officers-in-Charge of Library in furnishing replies to our detailed questionnaire is gratefully acknowledged:

Sarvashri P R Mukherjee, BITM; M S Nomani, CBRI; T P Sinha, CDRI; T R Venkatasubramanian, CECRI; G T Mirchandani, CEERI; T Lahiri, CFRI; S V Sangameswaran, CFTRI; M K Roy, CGCRI; V N Misra, CMERI; B D Baliga, CMRS; J S S Lakshminarayana, CPHERI; M C Ragavan, CRRI; J N Pathak, CSMCRI; G K Arora, CSIO; Smt R K Chibber, CSIR; Sarvashri I N Sengupta, IIEM; K N Misra, IIP; T S Rajagopalan, INSDOC; N Seetharaman, NAL; G G Saksena, NBG; R S Singh, NCL; K A Raju, NGRI; P V Dixit, NIO; Smt Kalyani Banerjee, NML; Sarvashri G S Srivastava, NPL; H Bose, PID; K Subramanyam, RRL-BR; Ahmed Sultan, RRL-HD; B N Kaul Nazir, RRL-JK; R C Gupta, SERC; R M Chakraborti, VITM; P C Shah, ATIRA; P P Sastry, BTRA; T R Srinivasan, CRII; N C Ghosh, IJIRA; Km Izzath Jehan Begum, IPIRA; Librarian, SASMIRA; Km J G M Gnanaiah, SITRA; and Shri J N Sharma, TRA.

1 CSIR COMPLEX

In Table 1 a list of CSIR institutions and Co-operative Research Associations is provided with their address, abbreviation, year of establishment, budget and strength of scientific and technical staff. These particulars are expected to provide background information on the library facilities discussed in the subsequent chapters of this Survey.

TABLE 1

CSIR COMPLEX

Sl. No.	Name and Address	Abbreviation	Year of Establishment	Budget in lakhs Recurring 1968-69	Scientific & Technical Staff Research Fellows Trainees 1969-70
1	2	3	4	5	6
1.	Council of Scientific & Industrial Research Rafi Marg, New Delhi-1 (Central Office)	CSIR	1942	52.319	195
2.	Birla Industrial and Technological Museum 19A, Gurusaday Road Calcutta-19	BITM	1956	12.161	97
3.	Central Building Research Institute, Roorkee	CBRI	1953	31.669	331
4.	Central Drug Research Institute, Chattar Manzil Palace, P.O. Box 173 Lucknow	CDRI	1951	41.927	386
5.	Central Electrochemical Research Institute Karikudi-3.	CECRI	1953	31.667	319
6.	Central Electronics Engineering Institute, Pilani	CEERI	1953	31.669	261

CSIR COMPLEX

1	2	3	4	5	6
7.	Central Food Technological Research Institute Cheluvamba Mansion V.V. Mohalla P.O. Mysore-2A	CFTRI	1950	47.323	472
8.	Central Fuel Research Institute, FRI P.O. Jeolgora, Dhanbad Dist.	CFRI	1950	40.979 17.528	716
9.	Central Glass and Ceramic Research Institute Jadavpur University P.O. Calcutta-32.	CGCRI	1950	34.111	322
10.	Central Indian Medicinal Plants Organisation C/o National Botanic Gardens Lucknow.	CIMPO	1959	4.269	40
11.	Central Leather Research Institute, Adayar, Madras-20	CLRI	1953	30.353	299
12.	Central Mechanical Engineering Research Institute Mahatma Gandhi Avenue Durgapur-9	CMERI	1958	55.327	551
13.	Central Mining Research Station, Barwa Road P.O. Box 50, Dhanbad	CMRS	1955	27.475	253
14.	Central Public Health Engineering Research Institute, Nehru Marg, Nagpur-3	CPHERI	1958	29.963	177
15.	Central Road Research Institute, CRRI P.O. Mathura Road New Delhi-20	CRRI	1950	27.706	206
16.	Central Salt and Marine Chemical Research Institute Waghawadi Road Bhavnagar-2	CSMCRI	1954	17.850	184
17.	Central Scientific Instruments Organisation, Sector 30, Chandigarh-20	CSIO	1959	30.753	250
18.	Indian Institute of Experimental Medicine, 4 Raja Subodh Mullick Road Calcutta-32	IIEM	1935	14.594	110

CSIR COMPLEX

1	2	3	4	5	6
19.	Indian Institute of Petroleum IIP P.O. Mohkampur Dehra Dun	IIP	1960	45.745	447
20.	Indian National Scientific Documentation Centre Hillside Road, Delhi-12	INSDOC	1952	21.799	134
21.	Industrial Toxicology Research Centre, Chattar Manzil Palace P.O. Box 80, Lucknow	ITRC	1965	5.717	47
22.	National Aeronautical Laboratory, P.O. Bag No.4 Kodihalli, Bangalore-17	NAL	1959	44.205	397
23.	National Botanic Gardens Rana Pratap Marg Lucknow	NBG	1953	29.115	249
24.	National Chemical Laboratory Pashan, Poona-8	NCL	1950	59.812	510
25.	National Geophysical Research Institute, Hyderabad-7	NGRI	1961	19.571	203
26.	National Institute of Oceano- graphy, Panaji, Goa	NIO	1966	10.349	88
27.	National Metallurgical Laboratory, Jamshedpur	NML	1950	50,805	554
28.	National Physical Laboratory Hillside Road, Delhi-12	NPL	1950	55.302	600
29.	Publications & Information Directorate, CSIR, Hillside Road, Delhi-12	PID	1951	15.253	81
30.	Regional Research Laboratory Bhubaneswar-4	RRL-BR	1964	13.910	84
31.	Regional Research Laboratory Hyderabad-9	RRL-HD	1944	50.975	468
32.	Regional Research Laboratory Canal Road, Jammu-Tawi	RRL-JK	1941	23.239	206
33.	Regional Research Laboratory Jorhat-6	RRL-JT	1959	18.675	147
34.	Structural Engineering Research Centre, Roorkee	SERC	1965	8.878 3.540	90

7

CSIR COMPLEX

1	2	3	4	5	6
35.	Visvesvaraya Industrial & Technological Museum Kasturba Road, Bangalore-1	VITM	1962	6.025	40
36.	Ahmedabad Textile Industry's Research Association, Navrangpura, Ahmedabad-9	ATIRA	1947	10.820	216
37.	Bombay Textile Research Association, Bombay-Agra Road, Ghatkopar, Bombay	BTRA	1954	7.613	205
38.	Cement Research Institute of Indian, M-10, South Extension II, Ring Road, New Delhi-16	CRII	1966	2.679	12
39.	Indian Jute Industries' Research Association, M, Taratola Road Calcutta-53	IJIRA	1966	9.275	74
40.	Indian Plywood Industries Research Association, P.O. Bag 3, Tumkar Road, Bangalore-22	IPIRA	1961	2.714	51
41.	Silk and Art Silk Mills' Research Association, Dr. Annie Besant Road, Worli, Bombay-25	SASMIRA	1950	4.223	-
42.	South India Textile Research Association, Coimbatore Aerodrome P.O., Coimbatore-14	SITRA	1951	4.359	59
43.	Tea Research Association, Toklai Experimental Station, Jorhat-8.	TRA	1911	15.639	161
44.	Wool Research Association, C/o Textile Manufacturers' Department, V.J.T. Institute, Mutunga, Bombay-19	WRA	1963	0.377	-

1.1 FIELDS OF SPECIALISATION

Some of the research establishments like the NPL and the NCL cover a single major discipline and are engaged in research activities which are basic to industrial advancement. CBRI, CFRI, CFTRI and CRRI deal with the nation's general needs with regard to buildings, fuel, food and roads. Some establishments are concerned with problems of interest to specific industries like electronics, glass and ceramics, leather, minerals and metals, marine chemicals, drugs, scientific instruments etc. There are establishments concerned with research in mechanical engineering, aeronautical engineering, public

health engineering, electrochemistry, geophysics, oceanography, experimental medicine and toxicology. The regional laboratories are concerned with problems of industrial development in their respective geographical area. The PID and INSDOC are two scientific and technical service organisations concerned with dissemination of scientific and technical information. BITM and VITM are science museums. The Co-operative Research Associations undertake not only basic and applied research germane to the problems of industry but also carry out market surveys, consumer trials, quality control and operational research".

TABLE 1.1

FIELDS OF SPECIALISATION

UDC No.	Subject		Institutions
5/6	Science & Technology	10	BITM, CSIO, CSIR, INSDOC, PID, RRL-BR, RRL-HD, RRL-JK, RRL-JT, VITM
53	Physics	1	NPL
54	Chemistry	1	NCL
55	Geology	2	NGRI, NIO
58	Botany	2	NBG, CIMPO
61	Medicine	3	CDRI, IIEM, ITRC
62	Engineering	8	CECRI, CEERI, CMERI, CMRS, CPHERI, CRRI, NAL, SERC
66	Chemical Industry	7	CFRI, CFTRI, CGCRI, CRII, CSMCRI, IIP, NML
67/68	Manufactures	9	ATIRA, BTRA, CLRI, IJIRA, IPIRA, SASMIRA, SITRA, TRA, WRA
69	Building Industry	1	CBRI

1.2 GROWTH OF CSIR COMPLEX

The CSIR complex began to evolve itself after independence and especially during the first three Five Year Plan periods. At the end of the First Plan, there were 16 institutions. In the Second and Third Plan periods 9 and 6 more institutions were added. Institutions such as IIEM, RRL-JK and RRL-HD which were initially established in the year 1935, 1941 and 1944 respectively came under the control of CSIR subsequently. As regards Co-operative Research Associations, 4 were established during the Third Five Year Plan period under the auspices of CSIR. The older ones came under the jurisdiction of CSIR in the later years.

CSIR COMPLEX

Table 1.2 gives the chronological development of CSIR complex including the Co-operative Research Associations.

TABLE 1.2

GROWTH OF CSIR COMPLEX

Year	Name of Institution	No. of Institutions	Progressive Total
CSIR			
1942	CSIR	1	1
1950	CFRI, CFTRI, CGCRI, CRRI, NCL, NML, NPL	7	8
1951	CDRI, PID	2	10
1952	INSDOC	1	11
1953	CBRI, CECRI, CEERI, CLRI, NBG	5	16
1954	CSMCRI	1	17
1955	CMRS	1	18
1956	BITM, IIEM, RRL-HD	3	21
1957	RRL-JK	1	22
1958	CMERI, CPHERI	2	24
1959	CIMPO, CSIO, NAL, RRL-JT	4	28
1960	IIP	1	29
1961	NGRI	1	30
1962	VITM	1	31
1964	RRL-BR	1	32
1965	ITRC, SERC	2	34
1966	NIO	1	35

CSIR COMPLEX

Year	Name of Institution	No. of Institutions	Progressive Total
Co-operative Research Association			
1911	TRA	1	1
1947	ATIRA	1	2
1950	SASMIRA	1	3
1951	SITRA	1	4
1954	BTRA	1	5
1962	IPIRA	1	6
1963	WRA	1	7
1966	CRII, IJIRA	2	9

//

2 CSIR LIBRARIES

The CSIR libraries are major sources of information in the country in the particular subjects covered by them. They are fairly well developed compared to other special libraries in the country on account of better provision of finance, staff and facilities. Highly specialised research and developmental staff working in these institutions expect efficient library services and this strong user interaction has also contributed towards better development of CSIR libraries.

Table 2 gives some basic data about the libraries of CSIR institutions and Co-operative Research Associations.

TABLE 2

BASIC DATA ABOUT LIBRARIES

Sl. No.	Name of the Institution	Year of Establishment	Strength of Library Staff	Budget Laboratory (in Lakhs of Rupees)	1968-69 Library Books (in Rupees)	Staff (in Rupees)	Collection (Books and Bound Vols. of Periodicals)	Cleintele
1	2	3	4	5	6	7	8	9
1	BITM	1956	5	12.161	21,500	16,190	5,128	97
2	CBRI	1953	8	31.669	68,500	33,750	26,200	338
3	CDRI	1951	10	41.927	80,000	-	19,275	386
4	CECRI	1953	8	31.667	74,180	28,836	12,584	319
5	CEERI	1953	7	25.704	104,500	33,325	9,179	261
6	CFRI	1950	-	58.507	114,000	-	22,540	738
7	CFTRI	1950	13	47.323	112,400	36,370	20,538	517
8	CGCRI	1950	11	34.111	65,000	42,140	17,423	327
9	CMERI	1958	15	55.327	180,000	-	14,400	562
10	CMRS	1958	7	27.475	30,000	29,000	9,407	253
11	CPHERI	1958	3	29.963	95,000	17,000	12,300	192
12	CRRI	1950	12	27.706	45,100	33,080	22,419	296
13	CSIO	1959	14	30.753	105,300	60,000	8,225	260
14	CSIR	1942	5	52.319	17,000	17,125	3,830	195
15	CSMCRI	1954	7	17,850	65,000	30,376	13,318	189
16	IIEM	1935	10	14.594	107,000	-	17,428	110
17	IIP	1960	10	45.745	116,640	-	9,717	447
18	INSDOC	1952	23	21.799	300,000	140,000	20,976	154
19	NAL	1959	13	44.205	207,000	66,000	16,810	399
20	NBG	1953	9	29.115	55,000	-	18,291	249
21	NCL	1950	15	59.812	237,000	-	47,000	510
22	NGRI	1961	11	19.571	78,000	-	8,042	203
23	NIO	1966	2	10.349	45,000	-	2,400	88
24	NML	1950	10	50.805	154,000	38,000	17,800	604
25	NPL	1950	25	55.302	170,000	-	66,900	610
26	PID	1951	8	15.253	57,000	47,500	22,237	88
27	RRL-BR	1964	7	13.910	134,600	22,820	5,200	84
28	RRL-HD	1944	13	50.975	130,000	40,901	36,759	473
29	RRL-JK	1941	6	23.239	92,000	25.430	11,650	206

CSIR LIBRARIES

1	2	3	4	5	6	7	8	9
30	SERC	1965	3	12.418	32,500	4,200	1,750	110
31	VITM	1962	2	6.025	13,800	5,126	2,462	40
32	ATIRA	1947	4	10.820	101,000	34,000	16,320	216
33	BTRA	1954	3	7.613	30,000	16,000	5,200	205
34	CRII	1966	3	2.679	-	-	1,272	14
35	IJIRA	1966	1	9.275	38,000	12,750	6,873	74
36	IPIRA	1961	1	2.714	25,000	14,120	1,280	31
37	SASMIRA	1950	3	4.223	19,310	9,890	4,600	-
38	SITRA	1951	3	4.359	21,570	12,690	6,503	59
39	TRA	1911	2	15.639	44,650	41,390	405	161

TABLE 2.1

Sl No	Name of the Institution	Books		Ref Books		Periodicals Bound vols		Patents		Research Reports		Pamphlets	
		TS	RA	TS	RA	TS	RA	TS	RA	TS	RA	TS	RA
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	BITM	4257	-	550	-	321						1865	
2	CBRI	20000	500	500	25	5700	400	50000	200	5000	150	15000	600
3	CDRI	6765	322	600	-	12610	600	15408	-	-	-	1351	78
4	CECRI	5943	378	772	35	5869	179	1812	223	1566	37	1350	22
5	CEERI	6879	800	-	-	2300	230	661		516		450	
6	CFRI	7540	300	-	-	15000	-	-		-	-	656	25
7	CFTRI	8973	920	780	26	10775	1195	16700	620			6000	150
8	CGCRI	16863	1265	-	-	6560							
9	CMERI	11000				3400		11310		1250		10560	
10	CMRS	9407											
11	CPHERI	8464	885	312	22	3524	213	9	9	1200	100	900	250
12	CRRI	17157	1125	800	10	4462	258	-	-	384	-	652	16
13	CSIO	6500	800	300	50	1375	200	3500	500	40	10	200	30
14	CSIR	2760	530			1070	214					2040	408
15	CSMCRI	5699	583	800		6819	250	229	11	1631	34		
16	IIEM	5428	300			12000				4511			
17	IIP	7837	800	180		2300	400	1200		2000		150	
18	INSDOC	5500	2800	3750	1000	11726	3500	3500	500	1750	100	1500	300
19	NAL	12000	2500	810	100	4000	500	4000	500	34000	4000	1054	300
20	NBG	8791		1500		8000		2000		1000			
21	NCL	15000		4000		28000		80000		20000		6500	
22	NGRI	6930		412		1700				235		270	
23	NIO	2050				350				3000			
24	NML	6800		2000		9000		7000		3000		500	
25	NPL	32440	400	1500		33000	1000	74000		15000			
26	PID	20400	100	500	20	1337	100	3897	50	7800	200		
27	RRL-BR	4000	1030	200		1000		7000	1800	100			
28	RRL-HD	21820	200	2500	50	12439	800	104700	1200	900	100	200	50
29	RRL-JK	6700	400	250	30	4700	700	1200	30	170	20	600	50
30	SERC	1500	300	150	20	100	50	500	100	200	50	200	50
31	VITM	1996	150	450		26						36	
32	ATIRA	8520				7800		10000		3000			
33	BTRA	2000	150	200	15	3000	200	200			150	15	
34	CRII			1272						1232			
35	IJIRA	2442	80	82	5	4349	200			32			
36	IPIRA	900	300			380	85	190	30	100	10	1500	500
37	SASMIRA	3000	80	100		1500							
38	SITRA	4543	400			1960	200	800	80	394	20	1030	60
39	TRA	169				236		2231					

2.1 *LIBRARY COLLECTION*

The collection in a library reflects the growth of a library to some extent. However size of the collection alone does not determine the strength of the library. How qualitative and representative is the collection, is important but it is difficult to make such an assessment through the questionnaire. However, answers to questions - How old is the library? Does the scope of the library cover a single subject field or a number of subject fields? What is the current development of the subjects covered by the library? What is the budget provision for the library? Is the library in a city where there are other important libraries to take advantage of inter-library loan facilities? Is the library in a city where the book trade is efficient and there are no serious problems in acquisition? - would perhaps be the determining factors for the development of library collection. Keeping

LIBRARY COLLECTION

Microfilm		Photocopy		Others		Total of Col 3, 5 & 7	Total of Col 4, 6 & 8	$\frac{\text{Col 3}}{\text{Col 21}} \times \frac{100}{1}$	$\frac{\text{Col 5}}{\text{Col 21}} \times \frac{100}{1}$	$\frac{\text{Col 7}}{\text{Col 21}} \times \frac{100}{1}$
TS	RA	TS	RA	TS	RA					
15	16	17	18	19	20	21	22	23	24	25
162				44		5128		83	11	6
30	5	500	25	-		26200	925	77	2	21
	9					19275	922	34	3	63
78	2	367	42	2050		12584	592	47	6	47
191		184		178		9179	1030	75	-	25
	-	682		545		22540	300	33		77
12	2	212	43	6		20538	2141	44	4	52
		4950				23423		72		28
124	94	650		500		14400		77		23
500	94	650	164	264		9407		-	-	-
339	4	217				12300	1120	69	3	28
500	80	600	80	2992	62	22419	1393	77	3	20
				110	20	8225	1030	80	4	16
787	41	148	27	1712	140	3830	744	72	-	28
2		24				13318	823	43	6	51
250		50		10		17428	300	31	-	69
1000 ft				1500	350	9717	1200	74	2	24
400	500	499	300			20976	7300	26	18	56
206						16810	3100	71	5	24
						18291		48	8	44
42		44				47000		32	9	59
		30				9042		77	5	18
100		500				2400		86	-	14
4326				4100		17800		38	11	51
						66940	1400	48	3	50
						22237	220	92	2	6
				900	180	5200		77	4	19
150	10	60	5			36759	1050	59	7	34
		450	40			11650	1130	58	2	40
10	10	25	10	505		1750	370	90	9	1
		2		1397		2472	150	80	19	1
600						16320		52		48
						5200	365	39	4	7
		50		644		1272				
						6873	245	36	1	63
						1280	385	70		30
						4600		65	2	33
40		11				6503	600	70		30
7		6		142		405		42		88

TS = Total Stock RA = Rate of Additions per year

the above points in view, the data presented in Table 2 reflect on the whole, a normal development of CSIR libraries eventhough the picture about Co-operative Research Associations could be better.

In Table 2.1 a detailed analysis of the collections in the CSIR complex and Co-operative Research Associations is presented.

All the CSIR libraries taken together hold a stock of 5,29,238 volumes. The Co-operative Research Associations together hold a stock of 42,459 volumes. An average CSIR library is holding a stock of 17,072 volumes and is adding at the rate of 1,300 volumes per year. An average Co-operative Research Association library is holding a stock of 5,307 volumes and is adding at the rate of 400 volumes per year. On the whole, the ratio of books, reference books and bound volumes of periodicals in an average CSIR library is 60:5:35. Normally, science libraries are expected to place emphasise on acquisition of periodicals eventhough the above ratio points out a different trend. One possible explanation may be that periodicals are costly compared to books and less number of volumes of periodicals are acquired at greater cost. Only NPL is holding a stock of more than 50,000 volumes (66,940 volumes exactly). This is partly due to NPL holding the stock acquired by INSDOC prior to 1964. Next comes NCL and RRL-HD with 47,000 and 36,759 volumes respectively. CBRI, CFRI, CFTRI, CGCRI, CRRI, INSDOC and PID are holding stock in the range of 20,000 to 25,000.

The libraries which have reported sizeable patent collection are depository centres for Indian patents mainly. CBRI, NAL, NCL, NPL, PID are having research reports collection to the extent of 5,000; 34,000; 20,000; 15,000 and 7,800 items respectively. CBRI, CFTRI, CMERI and NCL have reported pamphlet collection to the extent of 15,000; 6,000; 10,560 and 6,500 items respectively. The libraries also hold sizeable stock of microfilms and photocopies of documents. On the whole, the libraries have a good stock of non-book material. In a special library, the non-book material are equally important.

2.1.1 Current Periodicals

Periodicals constitute the main source of information in science and technology subjects. Therefore, the science libraries spend a major part of their budget in acquisition of periodicals. The number of titles being received and the amount being spent on periodicals reflect to a great extent the strength of science libraries. Periodicals are being acquired by subscription, exchange and gift. Exchange is possible only when the institution has its own publications to offer. The periodicals received as gift are usually house journals and publicity and ephimeral material. In Table 2.1.1 the data about the periodicals currently being received are presented.

As average CSIR library is receiving 356 titles of current periodicals (the number of periodicals received by INSDOC is not taken into consideration). An average Co-operative Research Association library is receiving about 191 titles of current periodicals. INSDOC is receiving the greatest number of titles i.e. 3,524 because of its special role to acquire and maintain periodical collection to supplement the national collections. CFTRI, CMERI, CRRI, CSMCRI, NCL, NML, PID are receiving more than 500 titles. The NPL is subscribing slightly less i.e. 482 titles because the INSDOC library takes care of periodicals of collateral interest to NPL. CFTRI, CMERI, CSIO, CSMCRI, NCL, NML, PID, RRL-HD, RRL-JK are receiving more than 100 title of Indian periodicals.

TABLE 2.1.1

CURRENT PERIODICALS

Sl. No.	Name of the Institution	Foreign				Indian				Total			Grand Total	Book Budget in Rs.	Budget for Periodicals in Rs.	Col 16 / Col 15 x 100
		Subscription	Exchange	Gift	Total	Subscription	Exchange	Gift	Total	Subscription	Exchange	Gift				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	BITM	23		20	43	13	-	25	38	36	[illegible]	45	81	21,500	2,700	13
2	CBRI	171	100	-	271	20	20	-	40	191	120	-	311	68,500	40,000	59
3	CDRI	202	10	70	282	26	-	30	56	228	10	100	338	80,000	70,000	88
4	CECRI	128	30	51	209	57	5	37	99	185	35	88	308	74,180	44,500	60
5	CEERI	206	-	86	292	24	-	33	57	230	-	119	349	104,500	50,000	48
6	CFRI	224	35	-	259	41	30	-	71	265	65	-	330	114,000	60,000	53
7	CFTRI	252	79	51	382	82	-	43	125	334	79	94	507	112,400	71,753	64
8	CGCRI	103	125	170	398	26	40	-	66	129	165	170	464	65,000	35,000	54
9	CMERI	517	40		557	110	30	-	140	627	70	-	697	180,000	80,000	44
10	CMRS	51	49	-	100	16	55	-	71	67	104	-	171	30,000		-
11	CPHERI	130	68	14	212	12	24	34	70	142	92	48	282	95,000	50,000	53
12	CRRI	109	5	455	569	19	7	-	26	128	12	455	595	45,100	26,508	59
13	CSIO	110	-	20	130	20	28	70	118	130	28	90	248	105,300	46,000	44
14	CSIR	62	-	18	80	33	-	48	81	95	-	66	161	17,000	-	-
15	CSMCRI	145	2	82	229	80	14	217	311	225	16	299	540	65,000	40,000	62
16	IIEM	230	100	45	375	19	2	4	25	249	102	49	400	107,000	50,000	47
17	IIP	200	-	80	280	50	-	20	70	250	-	100	350	116,640	59,576	51
18	INSDOC	480	1407	490	2377	324	173	650	1147	804	1580	1140	3524	300,000	200,000	66
19	NAL	253	-	84	337	40	-	-	40	293	-	84	377	207,000	79,000	38
20	NBG	178	81	9	268	46	7	15	68	224	88	24	336	55,000	35,000	64
21	NCL	449	13	112	574	59	-	114	173	508	13	126	747	237,000	162,000	70
22	NGRI	132		145	277	15	31	28	74	147	31	173	351	78,000		-
23	NIO	46	-	2	48	10	-	2	12	56	-	4	60	45,000	-	-
24	NML	250	100	40	390	60	30	60	150	310	130	100	540	154,000	90,000	58
25	NPL	375	-	75	450	7	-	25	32	382	-	100	482	170,000	130,000	77
26	PID	94	162	48	304	46	147	72	265	140	309	120	569	57,000	-	-
27	RRL-BR	152	-	4	156	42	2	25	69	194	2	29	225	134,600	57,230	43
28	RRL-HD	230	3	20	253	57	-	80	137	287	3	100	390	130,000	80,000	62
29	RRL-JK	192	6	11	209	78	-	26	104	270	6	37	313	92,000	60,000	65
30	SERC	28	2	10	40	-	5	25	30	28	7	35	70	32,508	7,000	22
31	VITM	24	-	5	29	1	-	22	23	25	-	27	52	13,800	1,800	13
32	ATIRA	-	-	-	-	-	-	-	-	267	-	124	391	101,000	50,000	49
33	BTRA	75	5	20	100	35	-	10	45	110	5	30	185	30,000	24,000	80
34	CRII	107	8	8	123	29	27	9	65	136	35	17	188	-	-	
35	LJIRA	121	-	23	144	38	-	5	43	159	-	28	187	38,000	32,000	84
36	IPIRA	69	14	-	83	3	11	-	14	72	25	-	97	25,000	-	-
37	SASMIRA	46	23	-	69	9	13	-	22	55	36	-	91	19,310	14,700	76
38	SITRA	67	-	29	96	28	-	37	65	95	-	66	161	21,570	12,820	59
39	TRA	120	105		225					120	105		225	44,650	24,000	52

On the whole, the foreign periodicals received by subscription, exchange and gift are of the ratio 48:31:21 for an average CSIR library. The ratio of Indian periodicals received by subscription, exchange and gift comes to 82:6:12. INSDOC is having the largest exchange transaction with 1,407 foreign titles and 173 Indian titles. CBRI, CGCRI, CMRS, IIEM, NML and PID are getting more than 100 periodicals on exchange. These institutions obviously have their own publications to offer in exchange. PID and CMRS have exchange arrangement to receive more than 50 Indian titles. It is perhaps more economical to subscribe to Indian titles rather than to get them by exchange. CDRI, CEERI, CGCRI, CRRI, CSMCRI, IIP, NCL, NGRI, NML, NPL, PID and RRL-HD are getting more than 100 periodicals as gift. CDRI, CGCRI, CRRI, CSMCRI, IIP, NAL, NCL, and NPL are getting more than 50 foreign titles as gift. CSIO, CSMCRI, NCL, NML, PID and RRL-HD are getting more than 50 Indian titles as gift. It has not been possible to examine the lists of periodicals currently received by the libraries and it is not therefore known how much of the titles received as gift are worthwhile material.

As regards allocation of funds for subscription to periodicals, on an average 56 percent of the total book grant is spent on periodicals. CDRI, NPL and NCL spend 88%, 77% and 70% respectively of their book grant on periodicals. Next comes INSDOC, CGCRI, RRL-JK, NBG, CFTRI, RRL-HD, CSMCRI and CECRI with 66%, 65%, 65%, 64%, 64%, 62% and 60% respectively. A total sum of Rs. 16,28,059 is spent on subscriptions to periodicals by 26 CSIR institutions. A total sum of Rs. 1,57,520 is spent on subscriptions to periodicals by 6 Co-operative Research Associations. A substantial part of the expenditure on periodicals is towards subscription to foreign periodicals. INSDOC, NCL and NPL spend more than Rs. 1,00,000 on periodicals. CDRI, CEERI, CFRI, CFTRI, CGCRI, CMERI, CPHERI, IIEM, IIP, NAL, NML, RRL-BR, RRL-HD spend between Rs. 50,000 and Rs. 1,00,000 on periodicals. An average CSIR library spends about Rs. 62,618 on periodicals. It has also been calculated that an average CSIR library is subscribing to about 230 titles. On the basis of the above data, the cost of subscribing to one title of periodical works out to Rs. 270.

2.2 LIBRARY BUDGET

On an average, about 4.2 percent of the total budget of a CSIR institution is spent towards its library. On the other hand, a Co-operative Research Association spends 8.2 percent of its total budget towards its

TABLE 2.2

LIBRARY BUDGET

Sl No	Name of the institution	Budget of the institution (In lakhs of Rupees)	Library Budget (In Rupees)								Col 4 / Col 9 x100	Col 5 / Col 9 x 100	Col 9 / Col 11 x 100	Col 10 / Col 11 x 100	Col 11 / Col 3 x 100
			Books	Periodicals	Other Material	Binding	Others	Total of Col 4 to Col 8	Staff Salary	Total of Col 9 & 10					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	BITM	12.161	5,000	2,700			13,800	21,500	16,191	37,691	23	13	57	43	3.1
2	CBRI	31.669	9,000	40,000	9,000	4,000	2,500	68,500	33,750	102,250	13	59	67	33	3.2
3	CDRI	41.927	10,000	70,000				80,000			13	88			
4	CECRI	31.667	26,650	44,500	2,300	345	385	74,180	28,836	103,016	36	60	72	28	3.3
5	CEERI	25,704	45,000	50,000	5,000	3,500	1,000	104,500	33,325	137,825	43	48	76	24	5.1
6	CFRI	40,979	30,000	60,000		5,000		114,000			43	53			
		17,528	19,000												
7	CFTRI	47,323	32,194	71,753	300	6,080	2,075	112,400	36,370	148,770	29	64	76	24	3.2
8	CGCRI	34,111	35,000	65,000				65,000	42,140	107,140	35	54	84	16	4.4
9	CMERI	55,327	100,000	80,000				180,000			56	44			
10	CMRS	27,475	30,000					30,000	29,000	59,000			53	47	2.1
11	CPHERI	29,963	40,000	50,000		2,000	3,000	95,000	17,000	112,000	42	53	85	15	3.8
12	CRRI	27,706	16,773	26,508		1,819		45,100	33,080	78,180	37	59	58	42	2.8
13	CSIO	30,753	50,000	19,000		2,500	1,800	105,300	60,000	165,300	52	44	63	37	5.2
			5,000	27,000											
14	CSIR	52,319	15,000			2,000		17,000	17,125	34,125	88		50	50	0.6
15	CSMCRI	17,850	25,000	40,000		417		65,000	30,376	98,396	38	62	68	32	5.3
16	IIEM	14,594	30,000	50,000	22,000	5,000		107,000			28	47			
17	IIP	45,745	53,361	59,576	2,855	851		116,640			46	51			

CSIR LIBRARIES

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
18	INSDOC	21,799	75,000	200,000		20,000	5,000	300,000	140,000	440,000	25	66	68	32	
19	NAL	44,205	125,000	79,000		3,000		207,000	66,000	273,000	61	38	75	25	6.1
20	NBG	29,115	15,000	35,000	1,000	4,000		55,000			27	64			
21	NCL	59,812	65,000	162,000	5,000	5,000		237,000			28	70			
22	NGRI	19,571	75,000			3,000		78,000							
23	NIO	10,349						45,000							
24	NML	50,805	50,000	90,000		14,000		154,000	38,000	192,000	32	58	80	20	3.6
25	NPL	55,302	40,000	130,000				170,000			24	77			
26	PID	15,253	55,000			1,500	500	57,000	47,550	104,550	96		54	46	6.8
27	RRL-BR	13,910	70,000	57,230	5,300	100	1,250	134,600	22,820	157,420	52	43	85	15	11.3
28	RRL-HD	50,975	50,000	80,000				130,000	40,901	170,901	39	62	84	16	3.3
29	RRL-JK	23,239	30,000	60,000	2,000			92,000	25,430	117,430	33	65	79	21	5.0
30	SERC	8,378 3,540	20,000	7,000	3,000	1,500	1,000	32,500	4,200	367,001	62	22	88	12	3.0
31	VITM	6,025	12,000	1,800				13,800	5,126	18,926	87	13	75	25	3.1
32	ATIRA	10,820	35,000	50,000		6,000	5,000	101,000	34,000	135,000	34.6	49	79	21	11.5
33	BTRA	7,613	5,000	24,000			1,000	30,000	16,000	46,000	16.6	80	65	35	6.0
34	CRII	2,679													
35	IJIRA	9,275	4,500	32,000		1,500		38,000	12,750	50,750	12.0	84	74	26	5.4
36	IPIRA	2,714	25,000					25,000	14,120	39,120	100		63	37	14.0
37	SASMIRA	4,223	3,824	14,701		799		19,310	9,890	29,200	19.8	76	66	34	6.7
38	SITRA	4,359	7,323	12,822		1,430		21,570	12,690	34,260	33.9	59	62	38	7.8
39	TRA	15,639	13,500	24,000	5,155	2.000		44,650	41,390	86,040	30.2	52	52	48	5.5

library. All the CSIR libraries taken together spend about Rs. 31, 07, 020 on book budget. About Rs. 1, 00, 000 is the average expenditure for a CSIR library towards purchase of book material. Seven Co-operative Research Associations (excluding CRII) spend Rs. 2, 79, 530 towards book material and the average works out to about Rs. 40, 000 for an individual library. Twenty one CSIR Institutions together spend Rs. 26, 91, 620 on libraries including staff salary (CDRI, CFRI, CMERI, IIEM, IIP, NBG, NCL, NGRI, NIO and NPL have been excluded as they have not furnished separate figures on the expenditure towards library staff salary). On an average, a CSIR institution spends about Rs. 1, 28, 170 towards its library including library staff salary.

In the book grant, on an average, about 42 percent is spent towards purchase of books. About 56 percent is spent towards subscription to periodicals. For an average CSIR library, about 20 percent of the total library budget is spent towards library staff salary.

2.2.1 Budget Head

In most of the institutions, the expenditure under books is debited to the capital account P5(4)II 'Library Books' under the head 'Miscellaneous'. But, expenditure towards periodicals is debited to P4 Contingencies in the first instance and towards the end of the year it is also capitalised and carried to P5(4)II. According to accounting procedure, the library acquisitions are treated as assets and require to be capitalised.

2.3 LIBRARY STAFF

CMRS, CSIO and INSDOC are three institutions wherein Scientist in the grade of Rs. 700-1250 is attached to the library. In CMRS and CSIO, the Scientist-in-Charge of the library is perhaps expected to look after also work connected with the Information Department. CEERI, CFTRI, CMERI, CMRS, CRRI, CSIO, IIEM, NAL, NCL, NML, NPL, PID, RRL-BR and RRL-HD are having posts in the grade of Rs. 400-950. The designations of these posts are either Scientist-B or Documentation Officer or Library Officer. Under the existing level of activities, an average CSIR library may require at least a person in the grade of Rs. 400-950 to be in-charge of the library. This becomes evident by a study of the results of the analysis of the services offered by the libraries which have been discussed in the later parts of this Report. Libraries which have been able to initiate worthwhile documentation services have usually the in-charge at this level or above. Quite a few libraries are still continuing the Class II grade of Rs. 350-680 in the designation of Junior Documentation Officer or Library Officer. They are CECRI, CEERI, CGCRI, CRRI, CSIO, NGRI and NPL. There is a total of 28 posts in the grade of Rs. 325-575 in all the CSIR libraries taken together. Their designations are known as either Senior Scientific Assistant or Senior

CSIR LIBRARIES

TABLE 2.2.1

BUDGET HEAD

Sl. No.	Name of the Institution	Books	Periodicals and others	Other Expenditure
1	2	3	4	5
1.	BITM	P5(4) II	P4	P5(4) III
2.	CBRI	Capital & Contingency	Contingency	
3.	CDRI	P5(4)	P4	
4.	CECRI	P5(4)	P4	P4
5.	CEERI	P5(4) II	P4	P4
6.	CFRI	P5(4)	P4	P4
7.	CFTRI	P5(4)	P4	P5
8.	CGCRI	P5(4)	P4	
9.	CMERI	P5(4) II	P4	
10.	CMRS	P5(4) & P4	P5(4) & P4	P5(4) & P4
11.	CPHERI	P5(4) II	P4	P4
12.	CRRI	P5(4) II	P4	
13.	CSIO	P5(4) II	P5(4) & P4	P5(4)
14.	CSIR	AA(3) II/Books & Periodicals		
15.	CSMCRI	P5(4)	P4	
16.	IIEM	Capital	Contingency & Capital	
17.	IIP	P5(4)	P5(4) & P4	
18.	INSDOC	P5(4) II	P4	
19.	NAL	P5(4)	P4	P4
20.	NBG	P5(4)	P4	
21.	NCL	P5(4)	P4	P5(4) & P4
22.	NGRI	P5(4) II	P5(4) & P4	
23.	NIO	P5(4) II	P5(4) II	P4
24.	NML	P5	P4	
25.	NPL	P5(4)	Pa4 (13)	
26.	PID	D4	D4	
27.	RRL-BR	P5(4)	P4	P4
28.	RRL-HD	P5(4)	P4(13)	
29.	RRL-JK	P5(4)	P4	
30.	SERC	P5(4)	P4	P3
31.	VITM	P5(4) II	P4	

P4 = Contingencies
P5(4) = Miscellaneous
P5(4) II = Library Books
P5(4)III = Miscellaneous, if any

TABLE 2.3

LIBRARY STAFF

Sl. No.	Name of the Institution	Technical							Ministerial	Class IV	Total (Col. 9,10 & 11)	Col. 9 / Col. 12 x 100	Col.10 & 11 / Col. 12 x 100	Budget	Percentage of Expenditure of Staff Salary on Library Budget
		Rs. 700-1250	Rs. 400-950	Rs. 350-675	Rs. 325-575	Rs. 210-530	Other	Total							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.	BITM	-	-	-	1	1	1	3	-	2	5	60	40	16,191	43
2.	CBRI	-	-	-	1	1	1	3	2	3	8	38	62	33,750	33
3.	CDRI	-	-	-	-	1	3	4	-	6	10	40	60	-	-
4.	CECRI	-	-	1	-	1	3	5	1	2	8	63	37	28,836	28
5.	CEERI	-	1	2	-	1	1	5	1	1	7	71	29	33,325	24
6.	CFRI	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7.	CFTRI	-	1	-	-	-	5	6	3	4	13	46	54	36,372	24
8.	CGCRI	-	-	1	1	1	3	6	2	3	11	55	45	42,140	16
9.	CMERI	-	1	-	3	3	4	9	1	5	15	60	40	-	-
10.	CMRS	1	1	-	-	-	3	6	-	1	7	85	15	29,000	47
11.	CPHERI	-	-	-	1	1	1	3	-	-	3	-	-	17,000	15
12.	CRRI	-	1	1	2	2	3	8	1	3	12	66	34	33,080	42
13.	CSIO	1	1	1	2	2	4	11	-	3	14	79	21	60,000	37
14.	CSIR	-	-	-	-	1	2	3	-	2	5	60	40	17,125	50
15.	CSMCRI	-	-	-	1	1	2	4	-	3	7	57	43	30,376	32
16.	IIEM	-	1	-	-	1	4	6	1	3	10	60	40	-	-
17.	IIP	-	-	-	1	2	3	6	-	4	10	60	40	-	-
18.	INSDOC	1	4	-	4	3	-	12	5	5	22	55	45	1,40,000	32
19.	NAL	-	1	-	2	1	4	8	3	2	13	62	38	66,000	25
20.	NBG	-	-	-	-	1	4	5	-	4	9	55	45	-	-
21.	NCL	-	1	-	-	1	4	6	2	7	15	40	60	-	-
22.	NGRI	-	-	1	-	2	5	8	-	3	11	73	27	-	-
23.	NIO	-	-	-	-	1	-	1	1	-	2	50	50	-	-
24.	NML	-	1	1	1	1	1+1	6	1	2	9	66	34	38,000	-
25.	NPL	-	1	1	3	2	2	9	5	11	25	38	62	-	20
26.	PID	-	1	-	-	1	1	3	2	3	8	43	57	47,556	46
27.	RRL-BR	-	1	-	1	-	1	3	1	3	7	56	44	22,820	15
28.	RRL-HD	-	1	-	-	1	5	7	-	6	13	50	50	40,901	16
29.	RRL-JK	-	-	-	1	1	1	3	1	2	6	67	33	25,430	21
30.	SERC	-	-	-	-	1	1	2	-	1	3	67	33	4,200	12
31.	VITM	-	-	-	-	-	1	1	-	1	2	50	50	5,126	25
32.	ATIRA	-	1	-	-	2	-	3	1	-	4	75	25	34,000	21
33.	BTRA	-	-	-	1	-	-	1	2	-	3	66	34	16,000	35
34.	CRII	-	1	-	-	1	1	3	-	-	3	100	-	-	-
35.	IJIRA	-	-	-	-	1	-	1	-	-	1	-	-	12,750	26
36.	IPIRA	-	-	-	-	-	1	1	-	-	1	-	-	14,120	37
37.	SASMIRA	-	-	-	-	-	1	1	1	1	3	34	66	9,898	44
38.	SITRA	-	-	-	1	-	-	2	-	1	3	66	34	12,693	38
39.	TRA	1	-	-	1	-	-	2	-	-	2	-	-	41,390	48

Documentation Assistant or Senior Technical Assistant. BITM, CBRI, CPHERI, CSMCRI, IIP and BTRA are having the in-charge of the library in this grade. There are in all 38 posts in the grade of Rs. 210-530 in the CSIR libraries. CDRI, CSIR, NBG, NIO and VITM are having the in-charge of the library in this grade. The designation of these posts are known as either Senior Librarian or Junior Technical Assistant. The categories of staff coming under 'others' in column 8 are Cataloguers A&B (Rs. 130-300/Rs. 110-180), Junior Librarian (Rs. 130-300), Senior and Junior Laboratory Assistant (Rs. 150-300/Rs. 110-200) and Assistant Librarian (Rs. 150-320).

It is evident from the foregoing account that some rationalisation is called for in fixing up of the different grades for the library personnel and in the designation. The ratio of technical staff to other staff in the library is about 60:40. However the expenditure on salary towards technical staff is far higher than compared to other staff which include clerical and class IV staff. For an average CSIR library, about 20 percent of the total library budget is spent towards library staff salary.

2.4 CLIENTELE

On an average, a CSIR library is having a clientele of about 300 composed of research staff, technical staff, research fellows and trainees. The administrative staff has not been considered as the clientele of the library. The proportion of research and technical staff is almost equal. Some of the institutions have field stations and branches in other parts of the country. The data presented here include the staff working in the field stations and branches. It is not known as to how far the main library located at the institution itself is able to serve the clientele dispersed in field stations and branches. Quite a few institutions have reported non-institutional members also as their clientele. The Co-operative Research Associations have usually a large out station clientele who are the members of the Association. The clientele of INSDOC are not restricted to its own staff members. Any scientist in India can draw upon the facilities of INSDOC Library

TABLE 2.4

CLIENTELE

Sl. No.	Name of the Institution	Research Staff	Technical Staff	Research Fellows	Trainees	Total	Non Institutional members
1	2	3	4	5	6	7	8
1.	BITM	2	95	-	-	97	412
2.	CBRI	164	163	4	7	338	150
3.	CDRI	158	187	41	-	386	590
4.	CECRI	135	177	7	-	319	-
5.	CEERI	68	184	9	-	261	-
6.	CFRI	305	405	6	22	738	-
7.	CFTRI	285	179	8	45	517	-
8.	CGCRI	111	209	2	5	327	-
9.	CMERI	219	314	18	11	562	-
10.	CMRS	156	94	3	-	253	-
11.	CPHERI	54	117	6	15	192	25
12.	CRRI	103	102	1	90	296	-
13.	CSIO	71	177	2	10	260	-
14.	CSIR	75	120	-	-	195	50
15.	CSMERI	103	72	5	9	189	25
16.	IIEM	39	49	22	-	110	125
17.	IIP	229	214	4	-	447	-
18.	INSDOC	74	60	-	20	154	-

CSIR LIBRARIES

1	2	3	4	5	6	7	8
19.	NAL	113	268	16	2	399	-
20.	NBG	87	140	22	-	249	-
21.	NCL	266	206	38	-	510	-
22.	NGRI	103	89	11	-	203	-
23.	NIO	52	25	11	-	88	-
24.	NML	178	373	3	50	604	50
25.	NPL	154	414	32	10	610	-
26.	PID	61	20	-	-	81	100
27.	RRL-BR	53	31	-	-	84	-
28.	RRL-HD	212	237	19	5	473	150
29.	RRL-JK	106	93	7	2	206	-
30.	SERC	44	44	2	20	110	-
31.	VITM	-	40	-	-	40	-
32.	ATIRA	205	←	-	11	216	65+60
33.	BTRA	200	←	-	5	205	-
34.	CRII	9	3	-	2	14	73
35.	IJIRA	44	30	-	-	74	-
36.	IPIRA	31	←	-	-	31	-
37.	SASMIRA	-	-	-	-	-	-
38.	SITRA	59	←	-	-	59	-
39.	TRA	23	130	-	8	161	20

2.5 SUMMARY OF LIBRARY DATA

The data presented in the various tables of this Chapter have been analysed to arrive at some yardstick for determining the requirements for building up the resources in an average science library. The libraries covered in this survey are fairly representative of an average science library, so far as resources and services are concerned. Analysis of the data of these libraries would reflect a trend which may be typical for our country. Certain formulas have been worked out on the basis of analysis of the data of 39 CSIR and Co-operative Research Association Libraries, which could be applied for strengthening an existing library or for establishing a new library, in so far as circumstances permit.

By dividing the book budget with the strength of the clientele a ratio may be obtained for determing the book grant for a library. This is usually known as per-capita approach. A sum of Rs. 386 is the average annual expenditure for purchase of book material for one member of the clientele (Col. 3). For example, the book grant for a library with a clientele of 350 members could be worked out as Rs. 386 X 350 = Rs. 1, 35, 100. In the same manner, the total library grant including staff salary could be worked out. For one member of the clientele, a minimum sum of Rs. 556 would be required for providing the library services (Col. 4). The optimum strength of library collection could also be worked out in relation to the clientele. For every one member of the clientele, an average of 66 volumes would have to be provided. (Col. 5).

The libraries have their own distinct parameters for the growth of library collection. An average worked out on the basis of data of 39 libraries may not be uniformly applicable to all cases so far as growth of the collection is concerned. However, a figure of 990 volumes has been worked out as the rate of growth of library collection per year by dividing the total collection by the number of years of establishment of the library. (Col. 8). By this yardstick, the budget requirement for library books in a total complex such as CSIR may be worked out (by multiplying the rate of growth with the average cost of a scientific book) even though it may not be logical to apply this yardstick to an individual library.

The strength of library staff and the expenditure towards library staff salary could also be worked out in relation to collection, rate of addition, number of current periodicals

TABLE 2.5

SUMMARY OF LIBRARY DATA

Sl. No.	Name of the Institution	Book Budget / Clientele in Rs.	Library Budget / Clientele in Rs.	Collection / Clientele	Collection / Total Libr. Staff	Collection / Libr. Tech. Staff	Collection / Years of Establishment	Rate of Addition / Total Libr. Staff	Rate of Addition / Libr. Tech. Staff	No. of Current Periodicals / Total Libs. Staff	No. of Current Periodicals / Libr. Tech Staff	Libr. Staff Salary / Total Collection	Libr. Staff Salary / Rate of addition	Clientele / Total Libr. Staff	Clientele / Libr. Tech. Staff	Libr. Staff Salary / Clientele in Rs.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	BITM	222	389	53	1026	1709	39	-	-	0.8	27	3.15	-	19	32	169
2	CBRI	203	302	75	3275	8733	1637	116	308	39	103	1.3	36.5	42	110	100
3	CDRI	207	-	50	1928	4819	1071	92	230	34	84	-	-	39	96	-
4	CECRI	232	323	40	1573	2517	786	74	118	35	61	2.2	48.7	40	64	90
5	CEERI	400	528	35	1311	1836	570	147	206	50	69	3.6	32.2	37	52	127
6	CFRI	155	-	30	-	-	1186	-	-	-	-	-	-	-	-	-
7	CFTRI	217	288	40	1580	3423	1081	165	357	39	84	1.7	12.3	40	78	70
8	CGCRI	200	328	72	2129	2904	912	-	-	42	78	2.9	-	30	54	130
9	CMERI	320	-	25	960	1600	1309	-	-	47	77	-	-	37	61	-
10	CMRS	118	233	37	1344	1568	855	-	-	24	28	3.1	-	36	62	114
11	CPHERI	495	583	64	4100	4100	1110	373	373	94	94	1.4	15.1	64	59	88
12	CRRI	153	264	76	1868	2802	1180	116	174	50	74	1.2	23.9	25	26	112
13	CSIO	404	635	31	588	748	822	74	94	18	22	7.3	58.0	19	23	230
14	CSIR	87	174	20	766	1277	141	148	272	32	53	4.4	24.5	39	65	88
15	CSMCRI	353	518	72	1902	3329	888	118	205	77	135	2.3	36.7	26	46	160
16	IIEM	973	-	158	1743	2955	522	30	50	40	66	-	-	11	18	-
17	IIP	261	-	22	972	1619	1079	120	200	35	50	-	-	48	74	-
18	INSDOC	-	-	-	912	1748	1234	315	608	153	294	6.6	20.0	-	11	909
19	NAL	530	700	43	1293	2101	1681	238	387	29	45	3.9	21.3	30	49	165
20	NBG	221	-	73	2092	3658	1143	-	-	36	67	-	-	27	49	-
21	NCL	465	-	92	3133	7833	2474	-	-	50	124	-	-	34	85	-
22	NGRI	384	-	40	731	1005	1005	-	-	32	44	-	-	18	25	-
23	NIO	512	-	27	1200	2400	800	-	-	30	60	-	-	44	88	-
24	NML	255	318	29	1780	2966	937	-	-	54	90	2.1	-	60	92	63
25	NPL	280	-	197	2676	7433	3521	56	155	19	53	-	-	22	66	-
26	PID	704	1290	274	2780	7412	1235	28	740	71	189	2.1	216	10	27	587
27	RRL-BR	1600	1874	62	743	1733	1040	-	-	31	75	4.4	-	12	28	272
28	RRL-HD	275	361	78	2828	5251	1462	80	150	30	56	1.1	38	36	67	87
29	RRL-JK	447	570	57	1941	3883	424	190	376	52	104	2.1	22	34	68	123
30	SERC	300	333	16	583	875	583	123	185	23	35	2.5	11.4	37	45	381
31	VITM	345	473	61	1231	2462	351	75	150	26	52	2.1	34	20	40	128
32	ATIRA	467	625	76	4080	5440	743	-	-	-	130	2.1	-	54	72	111
33	BTRA	146	224	25	1400	5200	347	122	365	62	195	3.0	43.8	68	205	78
34	CRII	-	-	91	416	424	424	-	-	63	63	-	-	5	4	-
35	IJIRA	514	686	93	6873	6873	2291	-	245	245	187	1.9	52	74	74	172
36	IPIRA	820	1262	41	1280	1280	160	385	385	97	97	11.0	36.4	31	51	358
37	SASMIRA	-	-	-	1533	4600	242	-	-	30	91	2.0	-	25	-	-
38	SITRA	366	580	110	2268	3251	351	200	300	54	80	1.9	63	20	30	217
39	TRA	277	534	?	?	202	?	?	?	112	112	102?	-	80	80	257

23

received and clientele. The strength of library staff in relation to the services has been discussed elsewhere. The strength of library staff has to be determined not only on the basis of resources but also on the basis of services. However, it is hoped that resources and services have parallel development and that any formula worked out on the basis of resources alone, may be valid for the entire library operations in most of the circumstances The several formulas worked out below could be applied, depending upon the circumstances, for determing the strength of total library staff, library technical staff and the budget on library staff salary. It may be noted here that each formula is an independent yardstick by itself.

For a collection of 1,861 volumes, one member of library staff is required (Col. 6). For a collection of 3,345 volumes, one member of library technical staff is required (Col. 7). In the same mabber, for a rate of addition of 147 volumes per year, one member of library staff (Col. 9) and for a rate of addition of 277 volumes per year, one member of library technical staff (Col. 10) would be required. For 54 current periodicals received one member of the library staff (Col. 11) and for 88 current periodicals received one member of library technical staff (Col. 12) would be required. The separate breakdown for the total library staff and library technical staff alone has been attempted as the number of non-technical staff and their levels are disproportionate to the technical staff. Even among the technical staff, there are various levels and their mere number would be misleading for purpose of estimation. Therefore, the expenditure towards library staff salary has also been studied in relation to collection and rate of addition. For every one volume held in the stock of the library, Rs. 3.10 has to be spent towards library staff salary annually (Col. 13). Similarly for every one volume being added in a year Rs. 32.60 has to be spent towards library staff salary (Col. 14). For every 31 members of the clientele, there may be one member of the library staff (Col. 15) and for every 59 members of the clientele, there may be one member of the library technical staff (Col. 16). For every one member of the clientele, there may be a provision of Rs. 200.00 towards library staff salary (Col. 17).

3 CONTROL AND ADMINISTRATION

The libraries are placed generally under the Information Division of the institutions for purpose of administration. However, in the case of CDRI, CECRI, CFRI, CMRS, NAL, NBG, NCL, NGRI, NML, NPL, RRL-BR, RRL-HD, SERC and IJIRA, the libraries are not attached to the Information Division. The work of the libraries is supervised by Scientist F/Senior most Scientist/Scientist E or C in-Charge of Information Division/Industrial Liaision Officer/Chairman of the Library Committee, under the over all control of the Director. In none of the institutions, the library is attached to the Administrative wing. Most of the institutions have found it worthwhile to have a Library Committee whose role is mainly advisory. In no case, the Library Committee is vested with administrative functions even though in a few cases, the Chairman of the Library Committee is also the Controlling Officer of the library. CFRI, CPHERI, CRRI, CSIO, IIEM, IIP, NGRI, NIO, SERC, IPIRA, SITRA and TRA do not have Library Committee.

3.1 LIBRARY HOURS

In BITM, CBRI, CDRI, CEERI, CGCRI, CMRS, CRRI, CSIO, INSDOC, NAL, NBG, NGRI, NML, PID, RRL-BR, RRL-HD, SERC, VITM, IJIRA, IPIRA, SASMIRA and SITRA, the library is open only during the normal working hours of the institution. In the case of other institutions, the library hours are extended by a few hours both in the morning and in the evening. This is mostly so, when the institutions have facilities of residential accommodation nearby to their members of staff. However the loan transactions are carried only within the normal office hours if not in a further restricted period.

3.2 STOCK VERIFICATION AND WITHDRAWAL

Verification of library stock involves time and effort. It also dislocates the services to some extent However, it is found necessary in our present administrative context. Incidentally, it may help the library to locate items which have been hitherto untraceable/misplaced. If some items are not actually traceable, they could be noticed through the verification and steps may be taken for their withdrawal. At the time of verification, books which have remained overdue for a long time could be got back from the borrowers. Wornout and obsolete publications could be collected for weeding. Many dressing up operations like cleaning and dusting, repairing, binding, tooling, tagging, label pasting, etc., could be carried out.

The verification of library stock and writing off the loss are at present carried out in the same manner as for the general stores. However the Ministry of Finance has permitted the big libraries to conduct physical verification of library stock once in three years and a general circular was also issued to this effect. The stores should be usually verified by officers who are not in any way connected with their maintenance. On the same principle, the library stock has to be verified by officers not connected with the library. The Director of the institution may depute some officers to complete the work in their spare time.

In an open access library, loss of books is inevitable. However, the procedure for writing off the loss is stringent. According to the data furnished, the CSIR libraries do not appear to be facing much difficulty in this respect. The loss is usually written off by the Director within his financial powers after observing the proper procedure. In library literature, there are some guidelines for

TABLE 3.2

STOCK VERIFICATION

Sl. No.	Name of the Institution	Periodicity of Verification	Verification done by	Practice Regarding Write off the Loss	Weeding of Stock Undertaken If any
1	2	3	4	5	6
1	BITM	Yearly	OL & SVO Occasionally		
2	CBRI	Five Years	OO	After detailed study	
3	CDRI	Yearly	L & SVO	Written off by Director	
4	CECRI	Three Years	OL	Sanction of the competent authority obtained	Material weeded but disposal not decided
5	CEERI	Three Years	SVC	Written off	Newspapers and ephimeral material
6	CFRI	Yearly	OL	Written off by Director	
7	CFTRI	Three Years Test Verification Yearly	OL & OO	Written off by Director	At the time of verification with Director's approval
8	CGCRI	Yearly	OL	Written off by Competent Authority	Done with Director's approval
9	CMERI	Yearly	OL	Written off in Special Circumstances	
10	CMRS	Yearly	OL	At Director's discretion	
11	CPHERI	Yearly	OL & SVO	Decided by Director on merit	
12	CRRI	Three Years	OL & SVO	To be approved by Director	Proposed to be done this year
13	CSIO	Yearly	OL	Write off Committee Screens and Director approves up to Rs. 1000/-	60 Books worth Rs. 530.00 weeded recently
14	CSIR	Not done			
15	CSMRI	Yearly	OL & SVO		Newspapers, pamphlets & periodicals of short value weeded every year
16	IIEM	Yearly	OL & SVO	Written off by Director	
17	IIP	Yearly	OL	Written off by Director	
18	INSDOC	Three Years	OL		
19	NAL	Two Years	Committee appointed by Director & SVO	Library Committee screens and Director approves	

1	2	3	4	5	6
20	NBG	Three Times in Last Four Years	OL	Written off if responsibility could not be fixed	
21	NCL	Three Years	OL	Normally written off	
22	NGRI	Two Years	OL	Director writes off	
23	NIO	Yearly	OL & SVO	Director writes off	
24	NML	Yearly	OL & L		
25	NPL	Irregular	OL	Normally written off	
26	PID	Irregular	OL & SVO	Written of by Chief Editor up to Rs.1000/-	Outdated books weeded in 1964
27	RRL-BR	Yearly	OL		
28	RRL-HD	Yearly	OL & SVO	Written off by Director if satisfied	
29	RRL-JK	Yearly	OL	Written off on the recommendation of Library Committee	Weeded once
30	SERC	Yearly	OL	Director writes off	
31	VITM	Yearly	OL		
32	ATIRA	1960 (10%) 1957 & 1966 Complete Verification	L	Written off by Librarian	
33	BTRA	Yearly	L	Library Staff responsible	
34	CRII	-	-	-	
35	IJIRA	Yearly	Auditor & L	At the recommendations of Library Committee	
36	IPIRA	Yearly	OL	At the discretion of Director	
37	SASMIRA				
38	SITRA	Yearly	L		
39	TRO	Two Years	L	With the consent of AFC	

L = Library Staff
OL = Officer of the Laboratory
SVO = Stock Verification Officer of CSIR

writing off the loss. [The Report of the Advisory Committee for Libraries, 1959, p83; The Report of UGC Committee on University and College Libraries, 1964; Ranganathan, S R: Library Manual, 1962, p. 54; and the Recommendations of the All India Library Conference held at Tirupathi on 27-30 December 1969]. It is stated that for every 1,000 items consulted or loaned, a loss up to 3 books may be written off, provided there is no negligence on the part of the Library staff.

Weeding is an essential operation in science libraries so that obsolete volumes may not occupy valuable storage space at the cost of more important items. It is stated that scientific literature retains its value as a source of information for about 15 years and that older material could be dispensed with. This points out to the need for systematic weeding of stock in science libraries, even though the data furnished do not conform to this practice. The National Science Library of INSDOC has plans to establish deposit centres at places like Delhi, Bombay, Calcutta, Madras and Bangalore, where there is a heavy concentration of science libraries, so that the service libraries in those regions could unload their obsolete collection to the deposit centres which may retain atleast one copy permanently for occasional use. If and when the proposed deposit centres are established, the science libraries will have no problem of disposing of the weeded stock.

Weeding has to be done with caution. The advice of the specialists may be sought if necessary. The sanction of the competent authority is necessary before weeding. Proper procedure for withdrawal of items from the stock has to be also observed. The weeded stock could be siposed off to other libraries if they are interested.

4 ACQUISITION

The most common practice to acquire foreign books is through local book-sellers. However a few libraries acquire foreign books also from the publishers directly or through foreign agents. Unless the libraries have separate foreign exchange release, it will be difficult to acquire foreign books from the publishers directly, especially when the value is more than Rs.150.00. If we place orders directly with the foreign publishers or agents, the discount which our local book trade would have earned had we placed orders with them, would be lost to the country as a whole in terms of foreign exchange. It is, therefore, desirable to place orders for foreign books through local booksellers. However in the case of short discount and no discount publications which are usually brought out by learned societies and non-profit making organisations, it would be quicker and easier to obtain them directly from the publishers as our local trade is not enthusiastic to handle such orders. However the libraries must have either foreign exchange release or UNESCO book coupons to make payment to foreign suppliers.

As regards procurement of foreign periodicals, all the four methods i.e. through local book-sellers, through foreign agents, directly from the publishers, and through membership of associations are in vogue. However, procurement through local book-sellers and procurement directly from the publishers are the most common methods. Our local book trade is not yet very efficient to handle foreign periodicals subscription orders. Further, the payment of advance subscriptions to the local agents has to be made with extreme caution from the point of view of safety of our advance. As regards ordering foreign periodicals directly from the publishers, the earlier mentioned problem of our local trade being deprived of discount in foreign exchange would crop up. Further, ordering with innumerable publishers will involve a lot of additional correspondence, foreign postage, draft charge etc. Only if a publisher brings out a number of journals say 10 or more it may be worthwhile ordering them with him directly.

As regards ordering Indian books, the most common method is to order directly from the publishers or through local book-sellers, It is better to order them through local book-sellers to get the library discount wherever available. The most common practice to obtain Indian periodicals is to order directly with the publishers.

In a few cases, the method of acquisition is through membership of associations. Wherever the membership of the association is in the larger interest of the institution concerned, the library may also derive the advantage of receiving their publications at concessional rates. However, it is matter worth examination in each case if membership of associations is resorted to only for getting their publications, because the institutional membership in most cases may be more expensive.

4.1 FOREIGN EXCHANGE RELEASE

Only CSIO (Rs.17,000), IIP (Rs.70,000), NAL (Rs.1,00,000), NGRI (Rs. 50,000), RRL-HD (Rs. 45,000), and ATIRA (Rs.10,000) have foreign exchange release alloted to their library to the extent shown in the brackets against each institution. It may be stated here that no foreign exchange release is necessary for ordering current periodicals. It is understood that according to the present import control regulations, libraries are entitled to get separate foreign exchange release which would be outside the quota of the parent institution. The libraries may therefore apply to the Import Control authorities for their foreign exchange requirement. It is better for the libraries to have foreign exchange release for

TABLE 4

METHODS OF ACQUISITION

Sl No.	Name of the Institution	Foreign		Indian	
		Books	Periodicals	Books	Periodicals
1	2	3	4	5	6
1	BITM	A	C	A	CD
2	CBRI	ACD	ACD	ACD	ACD
3	CDRI	A	C	A	CD
4	CECRI	A	C	C	C
5	CEERI	AC	CD	AC	CD
6	CFRI	A	A	AC	C
7	CFTRI	AC	CD	ACD	C
8	CGCRI	ACD	CD	ACD	CD
9	CMERI	ABC	A	ACD	ACD
10	CMRS	A	AC	AC	ACD
11	CPHERI	ACD	CD	ACD	CD
12	CRRI	ACD	ACD	ACD	ACD
13	CSIO	A	CD	A	CD
14	CSIR	A	CD	A	AC
15	CSMCRI	AC	A	AC	ACD
16	IIEM	AC	AC	AC	A
17	IIP	AC	CD	AC	CD
18	INSDOC	A	ACD	ACD	C
19	NAL	ABCD	CD	AC	C
20	NBG	A	CD	AC	CD
21	NCL	ABC	BCD	AC	ACD
22	NGRI	AC	B	A	A
23	NIO	A	AD	AC	ACD
24	NML	ACD	ACD	AD	ACD
25	NPL	A	ACD	A	CD
26	PID	A	C	AC	C
27	RRL-BR	AC	BCD	AC	CD
28	RRL-HD	A	BD	C	C
29	RRL-JK	A	C	AC	C
30	SERC	AC	ACD	AC	CD
31	VITM	ACD	A	A	AD
32	ATIRA	ABCD	AD	AC	AD
33	BTRA	ACD	ACD	CD	CD
34	CRII	ACD	AD	AC	ACD
35	IJIRA	A	A	A	A
36	IPIRA	AD	ACD	AD	AD
37	SASMIRA	ACD	C	A	C
38	SITRA	AC	A	AC	AC
39	TRA	ABC	BCD	AC	AC

A: Trough Local Book Sellers
B: Through Foreign Agents
C: Directly from Publishers
D: Through Membership of Associations

some portion of their budget say upto 20% to enable them to order directly with the publishers the short discount and no discount items. They are institutional publications and are not available through commercial channels. Such publications are frequently required in our libraries and it would be convenient to order them directly from the publishers instead of depending upon the local trade for whom they are not profitable items.

4.2 PROBLEMS IN ACQUISITION

The libraries were asked to mention the major problems faced by them in acquisition of publications. The most common difficulty appears to be the procurement of institutional publications. BITM, CGCRI, CFTRI, CMERI, CPHERI, CRRI, CSMCRI, NGRI, NPL, RRL-BR, RRL-HD and RRL-JK have reported difficulties in this respect. As mentioned earlier, this problem could be overcome by having separate foreign exchange release. Arrangements could also be made to obtain UNESCO book coupons for ordering institutional publications. Time-lag, loss of issues in postal transit and their non-replacement and absence of reliable and reputed booksellers are some of the difficulties experienced in acquisition of foreign periodicals. CBRI, CFRI, CGCRI, CMRS, CRRI, CSMCRI, IIEM, IIP, RRL-BR, RRL-JK, ATIRA, IPIRA, SITRA and TRA have expressed such difficulties. CEERI has expressed difficulty to get Government of India publications and U.S. Government research reports and BTRA has expressed difficulty to get foreign patents and standards specifications. The U.S. Government research reports and foreign patents could be procured through INSDOC and foreign standards through the Indian Standards Institution. Only CFRI has expressed paucity of funds as a difficulty. CMRS, CSIR, IIEM, NML, PID, SERC, ATIRA, BTRA, IJIRA, IPIRA, SITRA and TRA have expressed that there is inordinate delay in the supply of foreign books by our local book-sellers and that most of the book-sellers do not have ready stock with them. NML has reported the difficulty of distant book market and of ascertaining the current price of publications for obtaining prior financial sanction.

4.3 DEPOSITORY COLLECTION

CBRI, CDRI, CECRI, CFTRI, CGCRI (upto July 1968), CEMERI, CSMCRI, IIP, NAL, NBG, NCL, NML, NPL, RRL-BR, RRL-HD and ATIRA are Patent Inspection Centres and are therefore depository for Indian patents. The NAL is a depository (on exchange basis) for aeronautical technical reports of U.S.A., U.K., France, Australia and Canada. The PID is getting regularly USDA, USDC and IAEA publications. INSDOC maintains a depository of Indian theses, Australian and Japanese patents and W.H.O. publications (selective). SERC is maintaining a depository of all the utility programmes developed at its Computer Centre and also IBM manuals. The libraries in general are also expected to maintain a depository of all the publications – books, monographs, proceedings, reports, research reports, internal reports, circulars and bulletins, translations, publicity material etc. – brought out by their parent institution.

5 TECHNICAL PROCESSING

Twentynine libraries are following the Universal Decimal Classification Scheme (UDC). Five libraries (CFTRI, CSIO, CSMCRI, NAL, and NIO) follow the Colon Classification Scheme (CC). Three libraries (CDRI, NBG, SASMIRA) follow the Decimal Classification Scheme (DC). Two libraries (IJIRA, SITRA) have not provided any information in this respect.

As regards book numering, 6 libraries are using Cutter's Table, 16 libraries are using authors' first three or four letters, and 10 libraries are using the chronological number of Colon Classification.

American Library Association (ALA) Catalogue Code (1949 edition) is being followed by 18 libraries. The new Anglo-American Cataloguing Rules (AACR) (1967 edition) is being followed by 4 libraries. Classified Catalogue Code (CCC) is followed by 13 libraries. Most of them are following the latest 5th edition. Five libraries have reported that they are following Sears List for deriving subject headings to the catalogue. Eight libraries are following Chain Indexing method.

TABLE 5

TECHNICAL PROCESSING

Sl. No.	Name of the Instt-tution	Classifi-cation Scheme	Book Number	Catalogue Code	Subject Heading
1	2	3	4	5	6
1	BITM	UDC	Authors Initials	AA (Simplified)	Sears List
2	CBRI	UDC	4 Letters of Author	ALA	-
3	CDRI	DC (Ed. 16)	3 Fig. Cutter Table	ALA	Chain Index
4	CECRI	UDC	CC	CCC	-
5	CEERI	UDC	3 Letters of Author	AACR (1967)	-
6	CFRI	UDC	3 Fig. Cutter Table	ALA	Chain Index
7	CFTRI	CC	CC	CCC (Ed. 5)	
8	CGCRI	UDC	3 Fig. Cutter Table	ALA	-
9.	CMERI	UDC	2 Fig. Cutter Table	AACR (1967)	-
10	CMRS	UDC	3 Fig. Cutter Table	ALA	Sears List
11	CPHERI	UDC	3 Letters of Author	ALA (1949)	-

1	2	3	4	5	6
12	CRRI	UDC	3 Letters of Author	CCC	Chain Index
13	CSIO	CC	CC	CCC (1964)	Chain Index
14	CSIR	UDC	CC	ALA (1949)	Sears List
15	CSMCRI	CC	CC	CCC	Chain Index
16	IIEM	UDC	3 Letters of Author	CCC (Ed. 5)	Chain Index
17	IIP	UDC	4 Letters of Author	ALA	-
18	INSDOC	UDC	CC	AACR (1967) (Modified)	-
19	NAL	CC	CC	CCC	Chain Index
20	NBG	DC (Ed. 16)	3 Letters of Author	ALA	Sears List
21	NCL	UDC	3 Letters of Author	ALA	L. C. List
22	NGRI	UDC	3 Letters of Author	ALA	-
23	NIO	CC	CC	ALA	-
24	NML	UDC	Cutter Table	ALA	Chain Index
25	NPL	UDC	3 Letters of Author	ALA	-
26	PID	UDC	CC	ALA	-
27	RRL-BR	UDC	3 Letters of Author	AACR (1967)	-
28	RRL-HD	UDC	3 Letters of Author	ALA	Sears List
29	RRL-JK	UDC	CC	CCC	-
30	SERC	UDC	3 Letters of Author	CCC (Ed. 4)	-
31	VITM	UDC		CCC	-
32	ATIRA	UDC		CCC	-
33	BTRA	UDC	3 Letters of Author	CCC	-
34	CRII	UDC		ALA	-
35	IJIRA	-	-	-	-
36	IPIRA	UDC	-	-	-
37	SASMIRA	DC (Ed. 16)	Letters of authors	CCC	-
38	SITRA	-	-	-	-
39	TRA	UDC	-	ALA	-

5.1 CATALOGUE

The types of material catalogued usually include books, periodicals, reports, pamphlets and bulletins and microfilms/photocopies. All the libraries have to necessarily catalogue the books. Except CDRI, CECRI, CFTRI, CMERI, CSMCRI, NCL, NIO, RRL-BR, RRL-JK, ATIRA, BTRA, CRRI, IJIRA and IPIRA, the other libraries catalogue their periodical holdings. It is likely that most of the libraries including those that have reported that they do not catalogue periodicals, might have brought out consolidated list of their periodical holdings either in printed or mimeograph form. Out of 39 libraries at least 27 libraries have reported that they catalogue their report collection. Some of them have also reported backlog in cataloguing of report collection. The feasibility of cataloguing report collection has to be examined in the light of size and rate of growth of the collection. For example,

TABLE 5.1

CATALOGUE

Sl No	Name of the Institution	Type of Material catalogued					Hand written or typed	Back-log in cataloguing (in volumes)
		Books	Periodicals	Reports	Pamphlets & Bulletins	Microfilm/ photocopy		
1	2	3	4	5	6	7	8	9
1	BITM	Yes	Yes	-	-	-	HW	400
2	CBRI	Yes	Yes	-	-	Yes	Typed	-
3	CDRI	Yes	-	Yes	Yes	Yes	Typed	-
4	CECRI	Yes	-	Yes	-	-	HW	-
5	CEERI	Yes	Yes	Yes	-	-	HW &Typed	-
6	CFRI	Yes	Yes	-	-	-	HW &Typed	-
7	CFTRI	Yes	-	-	-	-	Typed	
8	CGCRI	Yes	Yes	Yes	Yes	Yes	HW	1,000 books 6,500 periodicals
9	CMERI	Yes	-	-	-	Yes	Typed	-
10	CMRS	Yes	Yes	Yes	Yes	-	Typed	No cataloguing done for 10 yrs
11	CPHERI	Yes	Yes	Yes	Yes	Yes	Typed	300
12	CRRI	Yes	Yes	Yes	Yes	Yes	Typed	3,500
13	CSIO	Yes	Yes	-	-	Yes	Typed	2,000
14	CSIR	Yes	Yes	Yes	Yes	-	Typed	-
15	CSMCRI	Yes	-	Yes	Yes	Yes	Typed	500 pamphlets
16	IIEM	Yes	Yes	Yes	Yes	-	HW	2,000
17	IIP	Yes	Yes	Yes	Yes	Yes	HW	-
18	INSDOC	Yes	Yes	Yes	Yes	Yes	Typed	5,000
19	NAL	Yes	Yes	Yes	Yes	Yes	Typed	30,000 technical reports
20	NBG	Yes	Yes	Yes	-	-	Typed	5,000
21	NCL	Yes	-	Yes	Yes	-	Typed	10,000 mostly reports
22	NGRI	Yes	Yes	Yes	Yes	Yes	Typed	1,000
23	NIO	Yes	-	-	-	-	HW	2,030
24	NML	Yes	Yes	-	Yes	-	Typed	2,000
25	NPL	Yes	Yes	Yes	-	-	Typed	15,000 Special collection &Rep.
26	PID	Yes	Yes	Yes	Yes	-	Typed	200
27	RRL-BR	Yes	-	Yes	-	Yes	Typed	1,000
28	RRL-HD	Yes	Yes	Yes	Yes	-	HW	-
29	RRL-JK	Yes	-	-	-	-	Typed	-
30	SERC	Yes	Yes	Yes	Yes	Yes	HW	1,000
31	VITM	Yes	Yes	Yes	-	Yes	Typed	-
32	ATIRA	Yes	-	Yes	Yes	Yes	Typed	-
33.	BTRA	Yes	-	Yes	Yes	Yes	HW	-
34	CRII	Yes	-	Yes	Yes	-	Typed	-
35	IJIRA	Yes	-	-	-	-	HW	-
36	IPIRA	Yes	-	-	Yes	-	HW	Reports
37	SASMIRA	Yes	Yes	Yes	Yes	-	Typed	-
38	SITRA	Yes	Yes	-	Yes	-	HW	-
39	TRA	Yes	Yes	Yes	Yes	-	Typed	-

the NAL is getting aeronautical research reports from several countries to the extent of 4000 items every year. It is a heavy volume of work and requires additional staff to cope up with their cataloguing. The desirability of cataloguing pamphlets, bulletins and other similar material in a special library needs to be hardly emphasised. Twentyfour libraries have reported that they catalogue such material. However the problem remains wherein libraries with a megre staff for processing work are compelled to accord a low priority for cata-

loguing of such material, so much so, the work is either in arrears or unsatisfactory. Microfilms and photocopies are copies of scientific documents (mostly microdocuments) obtained against specific requests of clientele as they were not available earlier. It is, therefore, necessary to catalogue them.

Typing of the catalogue cards is the most common practice. Only 12 libraries have reported that their catalogue is hand-written. It may be mainly due to non-availability of typing staff.

Among all the processing work, especially in a special library, there is usually a backlog in cataloguing work. It is however significant that among the 39 libraries, only 20 have reported that they have arrears ranging from 200 to 30,000 items for cataloguing. Even in these cases, the arrears are in respect of special material like reports, pamphlets and bulletins and others.

It is expected that the libraries would be maintaining subject catalogue or classified catalogue in addition to other approaches for meeting the subject approach by the specialised scientific clientele. However, this information has neither been elicited nor provided by the participating libraries on their own accord.

5.2 LIST OF ADDITIONS

Excepting a few, the libraries are generally bringing out their List of Additions. It is necessary for a special library to announce the arrival of new books through this service, so that the use of books may be stimulated. This service is particularly important to libraries which have outstation clientele. Further, there is a proposal to compile a union catalogue of books in CSIR libraries and this service will greatly facilitate the task. The List of Additions is generally prepared out of the main entry of the catalogue already made for the incoming material during a particular period. The List of Additions is mainly prepared for books in view of their small number. However in a special library, other material like periodicals, pamphlets, reports etc. are equally important and it is desirable to include them also in the List of Additions. The periodicity of the service is determined by the number of additions over a particular period, even though speedy announcement of the new arrivals is also an important consideration. A monthly service would perhaps meet the requirement in most cases. The arrangement of the List of Additions may be according to classified sequence as this arrangement is most helpful to the readers to locate new arrivals in their particular special

TABLE 5.2

LIST OF ADDITIONS

Sl No	Name of the Institution	If L.A is brought out or not	Types of Material Listed	Periodicity	Structure	Physical form
1	2	3	4	5	6	7
1	BITM	No				
2	CBRI	Yes		Quarterly	Classified	Mimeograph
3	CDRI	Yes	Periodicals, Books	Weekly Quarterly	Title Classified	
4	CECRI	Yes		Monthly	Broad Subjects	
5	CEERI	No				
6	CFRI	Yes	Books Current periodicals received	Quarterly Weekly	Classified Title	
7	CFTRI	Yes		Monthly	Classified	

TECHNICAL PROCESSING

1	2	3	4	5	6	7
8	CGCRI	No				
9	CMERI	No	-			
10	CMRS	Yes		Yearly		
11	CPHERI	Yes		Monthly	Classified	
12	CRRI	Yes	Books	Monthly	Classified	Mimeograph
13	CSIO	Yes		Quarterly	Broad Subject	
14	CSIR	Yes		Monthly	Classified	
15	CSMCRI	Yes		Monthly	Broad Subject	
16	IIEM	Yes		Monthly	Classified	Mimeograph
17	IIP	Yes		Irregular		
18	INSDOC	No				
19	NAL	Yes		Monthly	Classified	Mimeograph
20	NBG	No				
21	NCL	Yes		Monthly	Classified	Mimeograph
22	NGRI	Yes		Irregular	Classified	
23	NIO	Yes		Monthly		Mimeograph
24	NML	Yes		Fortnightly		
25	NPL	Yes		Monthly	Classified	Mimeograph
26	PID	No				
27	RRL-BR	Yes	Books, Patents Articles, Photocopies Translations listed separately	Fortnightly	Broad Subjects	
28	RRL-HD	Yes		Monthly		Mimeograph
29	RRL-JK	Yes		Bi-monthly	Authorwise	
30	SERC	No				
31	VITM	Yes				
32	ATIRA	Yes		Weekly for local staff Monthly to outside members		Mimeograph
33	BTRA	Yes		Bi-monthly		Along with BTRA Bulletin
34	CRII	No				
35	IJIRA	Yes	Books Reports & Pamphlets	Bi-monthly		
36	IPIRA	Yes		Half yearly		in Book form
37	SASMIRA	Yes		Yearly	Classified	
38	SITRA	Yes		Half yearly	Classified	
39	TRA	Yes		Weekly		

fields. It is common to bring out the List of Additions in mimeograph form even though only 10 libraries have reported this. It is difficult to circulate to a wide clientele the List of Additions prepared in either typed script or cards.

DC 36

5.3 FILING ORDER OF MATERIAL

In a special library, it is important to plan properly the shelving devices and the filing order of the material. A good amount of non vertical filing items (items not bound with card-board to stand upright on the shelves) are held by the special libraries and their storing and filing are usually problems.

Books are always arranged in a classified sequence in open access libraries. However NIO being new and having a small collection is presently keeping the books under broad

TABLE 5.3

FILING ORDER OF MATERIAL

No	Name of the Institution	Books	Periodicals Bound vols	Periodicals current issues	Reports	Patents & specifications	Pamphlets	Microfilms	Photocopies
1	2	3	4	5	6	7	8	9	10
1	BITM	C	AT	BC	C	C	C		
2	CBRI	C	AT	C	S	CN	S	AN	C
3	CDRI	C	AT	AT	C	C	C	C	C
4	CECRI	C	AT	AT	C	CN	CN	AN	AN
5	CEERI	C	AT	AT	S	S	S	AN	AN
6	CFRI	C	C	C		C			C
7	CFTRI	C	C	C	CN	CN	C	C	C
8	CGCRI	C	AT	C	S	CO	C	AN	C
9	CMERI	C	AT	C	S	CO	C	AN	C
10	CMRS	C	C	C	C	C	C	AN	AN
11	CPHERI	C	AT	BC	C	CO & CN	C	AN	AN
12	CRRI	C	AT	BC	C	C	C	AN	AN
13	CSIO	C	AT	AT	S	C & CN	S	AN	AN
14	CSIR	C	AT	AT	A	CN	C		
15	CSMCRI	C	BC & AT	BC & AT	C	CN	CN	AN	AN
16	IIEM	C	AT	AT	S		AN		
17	IIP	C	AT	AT	S	CN	S	AN	AN
18	INSDOC	C	AT	AT	S	CO & CN	BC	AN	AN
19	NAL	C	AT	AT	S & CO	S & CO	S & CO	AN	AN
20	NBG	C	C	AT	AT	AN		AN	AN
21	NCL	C	AT	AT	CN	CN	C	AN	AN
22	NGRI	C	AT	AT	S		AT	AN	AN
23	NIO	BC		BC					
24	NML	C	AT	AT	CN	CN	C	Source of publication	Source of publication
25	NPL	C	AT	AT	CO & S	CN		AN	AN
26	PID	C	BC	BC	CC	CN	C		
27	RRL-BR	C	BC	BC	CN	CN		AN	AN
28	RRL-HD	C	C	C	C	CN	C	AN	AN
29	RRL-JK	C	BC	C	S	CN	C		AN
30	SERC	C	C	AT	S	CN	C	AN	AN
31	VITM	AT	T	C	C		C		C
32	ATIRA	C	C	C	C	CO & CN	C	C	C
33	BTRA	C	C	C	S	CO & C	AT	C	C
34	CRII	C	AT	AT	C	CO	C		C
35	LJIRA	C & AN	C & AN	C & AN					
36	IPIRA	C	AT	AT	CO	CO & C	AN		
37	SASMIRA	C	AT	AT	C		AT		
38	SITRA	C	C		AN	C	AN		
39	TRA	C	C	A	CO	S	CO & S		

AN = Accession Number
AT = Alphabetical by Title
BC = Broadly Classified
C = Classified
CN = Code Number
CO = Country
S = Sponsor

subject groups. It may also switch over to classified arrangement in due course. Periodical bound volumes could be arranged either alphabetically by title or by classified sequence or by broad subject groups. The first two are common methods. Alphabetical arrangement by title is simpler and also easier for readers to locate their material. On the other hand, in a classified arrangement, related titles are brought together in a filiatory sequence and it is a help to readers for browsing. But an alphabetical key, using equipment such as 'Lindex' or 'Visadex', may be necessary. In a closed access library or in a library where storage is the main consideration, it is understandable to arrange bound volumes of periodicals alphabetically by title. But in an active service library, classified arrangement provides help to the readers for browsing.

The current issues of periodicals are displayed in special display racks for a stipulated period or till such time the next issue is received. Here again, all the above three methods of arrangement are in vogue. In a classified arrangement, a specific title cannot be straight away located without the help of an alphabetical key. But alphabetical arrangement disperses the titles belonging to the same subject and is therefore unhelpful for browsing. The broadly classified arrangement is perhaps a via media course.

The report collection is filed by classified order or by sponsor or by country or by code number of the document. The classified arrangement is difficult to maintain in the report collection as it consists of non-vertical filing items. The appropriate method would be to file them first by country and within the country by sponsor and finally by the code number of the document. Catalogue can take care of the classified approach. Patents and standards specifications are arranged first by the country and within the country by code number or serial number of the items. They are stored in pamphlet boxes or in special binders. As regards pamphlets and bulletins, classified arrangement and arrangement by accession number are followed. As explained, earlier, classified arrangement is difficult to maintain though it may be desirable. Filing by accession number is simpler and also ~~easie~~ easier for retrieval. If pamphlets and bulletins are brought out under a particular series on a continuing basis, they may be treated in the same manner as the reports collection. Pamphlets and bulletins could also be stored in broad subject groups in pamphlet boxes to be kept separately or along with the book sequence at the appropriate subject divisions or in vertical filing cabinets. It is the common practice to keep microfilms and photocopies according to accession number as it is easier for retrieval. Subject approach can be had through the catalogue.

5.4 BINDING

Among the library material, periodicals are mainly required to be bound. However, repair work of worn out publications needs to be also undertaken. It requires examination in each case to decide as to

TABLE 5.4

BINDING

Sl No.	Name of the Institution	No. of Periodical Volumes added in a year	Amount spent on Binding (in Rupees)	If having its own Bindery	Amount spent on its own Bindery & work load	If special staff for Binding Employed
1	2	3	4	5	6	7
1	BITM					
2	CBRI	400	4,000			
3	CDRI	600		Yes	Rs. 1500 for 1000 Vols. (only material)	2 Binders + Daily wage worker
4	CECRI	179	345	Yes	Rs. 1857 for 306 Vols.	
5	CEERI	230	3,500			
6	CFRI		5,000			

1	2	3	4	5	6	7
7	CFTRI	1195	6,080			
8	CGCRI					
9	CMERI			Yes		1 Binder + Helper
10	CMRS					
11	CPHERI	213	2,000			
12	CRRI	258	1,819			1 Binder
13	CSIO	200	2,500			
14	CSIR	214	2,000			
15	CSMCRI	250	417	Yes		1 Binder
16	IIEM		5,000			
17	IIP	400	851			
18	INSDOC	3500	20,000			
19	NAL	500	3,000	Yes		
20	NBG		4,000	Repair work		1 Binder
21	NCL		5,000	Repair work		1 Binder
22	NGRI		3,000	Yes	Rs.3,000	1 Binder
23	NIO					
24	NML		14,000			
25	NPL	1000		Repair work		1 Binder
26	PID	100				
27	RRL-BR	320	900	Yes	Rs.900 (materials) for 320 Vols.	1 Binder
28	RRL-HD	800		Yes	Rs.4500 (materials) and Rs.6817 (staff) for 800 Vols.	
29	RRL-JK	700		Repair work		1 Binder
30	SERC	50	1,500			
31	VITM					
32	ATIRA		6,000			
33	BTRA	200				
34	CRII					
35	IJIRA	200	1,500			
36	IPIRA	85				
37	SASMIRA		799	Yes	700 Vols. per year	
38	SITRA	200	1,430			
39	TRA		2,000			

whether a library should have its own bindery or not. There are certain advantages to have the bindery. Speedy execution of work, maintenance of uniform and standard quality and avoidance of the hold up of publications with outside binders for a long time are some of them. It is uncertain to work out the economics of maintaing own bindery. There are also problems of supervision and procurement of raw materials for binding work. Perhaps, a large turn-over may justify the necessity to have own bindery.

An average CSIR library may have to get about 500 volumes bound annually. A sum of Rs. 2,000 to 2,500 may have to be provided for this purpose. The libraries may employ at least one binder for undertaking repair work.

6 BUILDING AND EQUIPMENT

Except RRL-HD, the other libraries do not have a separate library building. Seventeen libraries have reported that they have a separate library block in the main building of the laboratory. The others may be occupying only a few rooms in the laboratory. The NPL is the earliest to have a building and its library block is a model for functional approach, comfort and attractive design for all other medium sized libraries which have come up later in the CSIR complex and elsewhere. Twenty one libraries have given definite information that they do not have sufficient space. Fourteen have stated that the space now available is sufficient. The information given by the respondents with regard to floor area, stack length and reading room area are found to be misleading and inaccurate in most cases. It is not therefore worthwhile to analyse this sketchy data in relation to library collection and clientele and to arrive at an average. From a casual examination, it is evident that most of the libraries do not have sufficient stack-length to accommodate the collection presently held. The total number of reading seats in relation to the clientele has, however, been studied. For every eight readers, one reading seat is available on an average. According to standard practice, reading seats for one fourth of the potential clientele may have to be provided.

Eighteen libraries have reported that they have adequate library furniture. An equal number have reported that the available furniture is not sufficient. Only 10 libraries have wooden book racks. The others are having steel racks. Seven have reported that they have both steel and wooden racks.

Kardex and microfilm readers are commonly available in the libraries. Equipment such as 'Linedex' and 'Visadex' are also available in a few libraries. CSMCRI and NGRI are having microcard reader. IIP is having microfische reader and a puncher and a sorter. INSDOC is, however, having a full range of reprographic equipment and data processing equipment. INSDOC is using the Flexo-writer for catalogue card duplication. TRA is having Document Printer. CMERI is having a linguaphone.

TABLE 6

BUILDING AND EQUIPMENT

Sl. No.	Name of the Institution	Space sufficient or not	Having Separate Building	Having Separate Block	Floor Area (Sq Ft)	Stack Length (Ft)	Reading Room Area (Sq Ft)	No. of Reading Seats	Clientele	Col. 10 / Col. 9	Having Adequate Furniture or not	Book racks wooden or steel	Special Equipment Available
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	BITM	No			1,500	600		16	97	6	No	Wood	Kardex
2	CBRI			Yes	6,500	1,400	2,604	40	338	8	Yes	Wood	Visadex M'Film Reader
3	CDRI							100	386	4	No	Steel	Kardex Spreeoc
4	CECRI	No	Under sanction	Yes	3,600	212.5	1,307	40	319	8	No	Steel	

BUILDING AND EQUIPMENT

1	2	3	4	5	6	7	8	9	10	11	12	13	14
5	CEERI	No			2,156	344	401	32	261	8	Yes	Steel	Kardex
6	CFRI	No			2,257			60	738	12	No	Wood	Kardex
7	CFTRI	No		Yes	4,100 + 600	381		67	517	8	Yes	Wood & Steel	Kardex Remidex Linedex
8	CGCRI	No			2,496	400	1,454	40	327	8	No	Wood & Steel	Kardex Linedex M'film reader
9	CMERI	Yes			5,250				562		No	Wood & Steel	Kardex M'film reader Linguaphone
10	CMRS	Yes			5,848		2,100	80	253	3	Yes	Steel	
11	CPHERI	No	New building under ready					12	192	16	No	Steel	Kardex M'film reader Atlas Stand
12	CRRI	Yes	New building under Planning	Yes	3,613	2,178	1,433	12+ 6 cubicles	296	16	Yes	Wood	Kardex Visadex Linedex
13	CSIO	No		Proposals made	3,000	675	785		260		Yes	Steel	Kardex
14	CSIR	Yes			1,553	68	720	17	195	11	No	Steel	Kardex.
15	CSMCRI	No		Yes	2,500	454	1,090	60	189	3	No	Wood	Visadex M'film reader M'card reader
16	IIEM	Yes			3,750	350	500	30	110	4	Yes	Steel	Kardex Visadex
17	IIP	No		Yes	6,264	240		60	447	7	No	Steel	Kardex Linedex Grapdex Punch & Storter M'film reader M'Fische Reader
18	INSDOC	No			4,000	4,000		16	154	10	Yes	Wood	Flexo-writer
19	NAL	Yes		Yes	5,700	500	2,500	24	399	17	Yes	Steel	Kardex Visadex M'film reader
20	NBG	No		Yes	12,100	924	1,800	48	249	5	Yes	Steel	Kardex Lindex M'film reader
21	NCL	No		Yes		6,720		90	510	6	Yes	Steel & Wood	Kardex
22	NGRI	No		Yes	2,000	150	500	25	203	8	No	Steel	Kardex M'film reader M'card reader
23	NIO	No						10	88	9		Steel	
24	NML	No			4,000	5,000	72	30	604	20	No	Steel	Kardex Lindex M'film reader
25	NPL	Yes		Yes	13,144	14,472	1,453	32	610	19	No	Wood	Kardex
26	PID	No		Yes	1,219	25 mtrs	945 Sq.mtr	25	81	3	Yes	Steel & Wood	Kardex
27	RRL-BR	Yes		Yes	11,256	8,064	3,192	64	84	1	No	Steel	Kardex M'film reader
28	RRL-HD	Yes	Yes		10,493	348	3,115	110	473	4	Yes	Steel & Wood	Kardex Linedex
29	RRL-JK	NO			1,845	234	1,400	50	206	4	Yes	Wood	Visadex Linedex
30	SERC	No		One room	484			16	110	7	No	Wood & Steel	Kardex
31	VITM	No		Yes	800		200	6	40	7	Yes	Steel	
32	ATIRA	Yes Air-conditioned		Yes	3,000	100	1,500	75	216	3	No	Steel	Kardex
33	BTRA	Yes			3,600		1,500	30	205	7		Steel	Kardex
34	CRII	New building under const.							14				
35	LJIRA	No		Yes	1,125	1,005		8	74	9	No	Steel	Kardex
36	IPIRA	Yes			3,486			50	31				
37	SASMIRA	Yes			5,500			50			Yes	Steel	Kardex
38	SITRA	Yes		Yes	1,560	1,000		16	59	4	Yes	Wood	
39	TRA	No			3,600		800	8	161	20	No	Steel	M'film reader Document Printer

7 SERVICES

A special library invariably offers consultation, loan and reference services. In addition, specialised documentation and information services are also offered. In some of the CSIR institutions the staff of the Information Division other than the staff of the library, look after the documentation and information services. It is therefore, likely that in a few cases, the libraries who are our respondents mainly, might not have included in their replies to the questionnaire details about documentation and information services. In most cases, information given about staff has not taken into account the staff engaged in documentation and information services. However, information staff are expected to do jobs such as publications, liaison etc., in addition to documentation work. The information about documentation services given in the subsequent sections of this chapter is on the basis of actual data supplied, however incomplete they may be.

7.1 CIRCULATION

The potential clientele of 24 CSIR institutions and Co-operative Research Associations i.e. about 6,500 in all, have accounted for 2,27,056 readers during 1968-69. One member of the clientele is thus supposed to have visited the library at least 35 times in a year. About 7,459 potential clientele in 28 libraries have accounted for 2,10,310 loans. The number of loans per member of the clientele comes to 28. The same 28 libraries have a total collection of 3,79,638 which have yielded 2,10,310 loans in 1968-69.

About 2,000 inter-library borrowings are reported by all the libraries taken together. It comes to roughly one percent of total loan transactions. The ratio of inter library borrowings from local libraries, CSIR libraries and other Indian libraries is 76:19:5. All the libraries taken together have accounted for 2,701 inter-library loans. It works out to 1.3 percent of the total loan transactions of 2,10,310. The ratio of inter-library loans to local libraries, CSIR libraries and other Indian libraries is 35:15:50

Thirteen libraries have provided copies of 609 documents in microfilm/photocopy after making them in their institution itself. (CBRI data in this connection is not clear and is therefore excluded). Twenty four libraries have obtained from INSDOC 1,336 documents in the form of microfilm/photocopy. IIP, NML and ATIRA have obtained microfilm of 24 documents in all from abroad. Ten institutions have supplied 244 documents in microfilm/photocopy to other institutions in 1968-69.

7.1.1 Circulation Methods

Circulation is an important activity in any library. In a special library, it is desirable to provide unrestricted loan facilities to the clientele. The stringent library rules do not generally operate in a special library in the same manner as in other types of libraries. The needs of the clientele are specialised. Occasions will be fewer, when the same material is sought by different clientele at the same time. The clientele being small and easily approachable, loaned material can be recalled any time if these is a demand from others.

The libraries in general follow Newark or Browne system of charging with local modifications, when necessary. It is important to consider as to what approaches the loan records should provide for. Loan records according to due date, by borrower's name, and by book may all be necessary in one context or other, but it will involve multiplicity of records from the point of view of both the library staff and the readers. Even though 18 libraries have reported that their loan records

TABLE 7.1

CIRCULATION

No.	Name of the Institution	No. of Clientele	No. of Readers	No. of Vols Loaned	Inter-Library Loan						M'Film/Photocopy Procured				M'film/Photocopy Supplied to others
					Borrowed from Local Libraries	Borrowed from CSIR Libraries	Borrowed from other Indian Libraries	Loaned to local libraries	Loaned to CSIR Libraries	Loaned to other Indian Libraries	By the Library	From Insdoc	From other Libraries	From Abroad	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	BITM	97	1,120	1,385	1										
2	CBRI	338	5,000	5,000	30	25	5	35	20	5	1150	5			
3	CDRI	386	940	10,111	15			12	9			9			51
4	CECRI	319	9,585	6,142		10		7				43			11
5	CEERI	261		10,000	11	9	1	23	20	1		22			
6	CFRI	738									62	9	37		
7	CFTRI	517	36,500	14,600	4	3	2	35	17	1		46			
8	CGCRI	327	15,000	10,000	26	7	3	60	2	6					
9	CMERI	562			17	19	12	39	4	5	35	531	1		
10	CMRS	253	4,739	3,461	50	50		35	30						
11	CPHERI	192			15	10	6	6	32	26					
12	CRRI	296	7,389	5,399	30	11	4	140	144	9+1	1	3			1
13	CSIO	260	8,000	9,500	11				1		18	19			2
14	CSIR	195	640	1,800	160	49	2	141	23			50			
15	CSMCRI	189	14,000	3,461	48137	5	4			5	7	68			
16	IIEM	110	487	5,175	40	5	2	12	5			3			
17	IIP	447	4,500	6,500	10	70	10	15	40			30		4	2
18	INSDOC	154		5,200	918			241							
19	NAL	399	15,000	8,800				151	88	86	212				20
20	NBG	249	8,100	Jan-Oct. 8,500	20			36				127			
21	NCL	510	8,750	15,000											
22	NGRI	203	6,250	8,250	12			3		4	13				
23	NIO	88										30			
24	NML	604	25,000	12,500	25	25		20	50	10		16	5	10	140
25	NPL	610	10,000	18,000	40	68	14	520 (Excludes Insdoc)	215	25		48			
26	PID	81													
27	RRL-BR	84	3,600	4,000		3	5			2		180			
28	RRL-HD	473		1,235		4		5	2		12	32			
29	RRL-JK	206	5,400			9	2	3	1	2		34			
30	SERC	110		12,000	500	1		200	3	1	3	1			
31	VITM	40		209		2			3						
32	ATIRA	216	25,730	18,530	50	5	3	75	4	3	24	20	3	10	5
33	BTRA	205			20	5	2	10	2		40	2			5
34	CRII	14													
35	LJIRA	74	3,000	600											7
36	IPIRA	31	2,000	1,229											
37	SASMIRA		600			20					7				
38	SITRA	59	2,793	1,517							175	8			
39	TRA	161	5,000	450											

provide for the approach by due date, the problem of overdue books is not serious in a special library. The loan record according to borrower's name may often be found necessary to locate loans in the name of individual borrowers. It is also necessary to find out through loan record if a particular book is on loan or not. This can be done by arranging the charged card for book by author/title/classification number/accession number of the book. The common practice is to arrange the book cards by the name of the author and by the title if there is no author's name or if it is a periodical volume.

TABLE 7.1.1

CIRCULATION METHOD

Sl. No.	No. of the Institution	Charging System	LOAN RECORD ACCORDING TO			If periodicals circulated	Categories of Publications, not loaned (in addition to Reference Books)
			Due Date	Borrowers' Name	Subject/Author/ Title/Accession Number		
1	2	3	4	5	6	7	8
1	BIIM	Temporary Loan Slip	Yes	-	-	Yes	-
2	CBRI	Newark	-	Yes	Author	No	Maps
3	CDRI	Three Slip System	-	Yes	Subject	No	
4	CECRI	Issue Slip	Yes	Yes	Author	No	Current periodicals
5	CEERI	Newark (Modified)	Yes	Yes	Author	No	-
6	CFRI	Own Card	-	Yes	AC.No	Yes	-
7	CFTRI	Browne	Yes	Yes	Author	No	Periodicals
8	CGCRI	Issue Slip	No	Yes	Author Title	Yes	Rare Books, Current Periodicals
9	CMERI	Newark	No	Yes	No	No	Current Periodicals, Trade Literature
10	CMRS	Browne (Modified)	-	-	Author	Yes	-
11	CPHERI	Browne (Modified)	-	Yes	Title	No	-
12	CRRI	Newark (Modified)	Yes	Yes	Title	No	M'Films, Rare Books, Worn-out Books
13	CSIO	Two Ticket	Yes	Yes	Acc.No	No	-
14	CSIR	Loan Slip	No	No	Author	No	-
15	CSMCRI	Issue Slip	Yes	Yes	-	No	Rare Books, Back Vols, M'Film, Patents
16	IIEM	Two Ticket	Yes	Yes	Yes	No	Current Periodicals
17	IIP	Punched Card	Yes	Yes	Author	Partly	-
18	INSDOC	Newark	-	Yes	Author	No	-
19	NAL	Reader Card	Yes	Yes	Acc. No	No	Bound & Current Periodicals
20	NBG	Newark	Yes	-	-	No	Rare Books, Illustrated Books & Floras, Manuscripts, Reprints, Bound Periodicals. Costly Books
21	NCL	Own Method	Yes	Yes	Author/Title	Yes	Text Books, Loose Periodicals, Special Reports
22	NGRI	Issue Slip	-	Yes	Author/Title	No	-
23	NIO	-	-	-	-	-	
24	NML	Browne & Newark Combined	No	Yes	Books Author Periodicals Title	Yes	-
25	NPL	Newark (Modified)	No	Yes	Acc. No	No	Current Periodicals
26	PID	Browne	No	Yes	Author	Yes	Current Periodicals
27	RRL-BR	Book Card	No	Yes	Acc. No.	No	
28	RRL-HD	Newark (Modified)	Yes	No	Acc. No.	No	Bound Periodicals
29	RRL-JK	-	No	Yes	Author	No	Bound Periodicals
30	SERC	Browne	-	Yes	Author	No	Bound Periodicals Computer Mannuals Write Up of Computer Programmes
31	VITM	-	Yes	Yes	-	Yes	-
32	ATIRA	Self made	Yes	Yes	Author	Yes	Loose & Bound Periodicals
33.	BTRA	Demand Slip & Book Card	Yes	Yes	Books-Author Journals-Title	No	Abstracting & Indexing Periodicals
34	CRII	-	-	-	-	No	Thesis
35	IJIRA	-	-	-	-	-	-
36	IPIRA	-	-	Yes	Author	Yes	Bound Periodicals
37	SASMIRA	-	-	-	Title	No	Periodicals
38	SITRA	-	Yes	Yes	Subject	No	Loose Periodicals
39	TRA	-	Yes	Yes	-	Yes	Bound Periodicals, Rare Books

There are conflicting considerations for and against circulation of current issues of periodicals to the departments. Only 12 libraries are circulating the current issues of periodicals. The others have stated definetely that they are not following the practice. There is an opinion that if Current Awareness Service is brought out, the practice of circulation of periodicals could be dispensed with.

Reference books, rare books and worn-out books are invariably not loaned. CFTRI, CSMCRI, NAL, NBG, RRL-HD, RRL-JK, SERC, ATIRA, IJIRA, IPIRA and TRA do not issue on loan the bound volumes of periodicals. If photocopying facilities are liberally available, there may be no need at all to loan the bound volumes of periodicals. Current issues of periodicals are not loaned out by CECRI, CFTRI, CGCRI, CMERI, IIEM, NAL, NCL, NPL, PID, ATIRA, SASMIRA and SITRA.

7.2 REFERENCE SERVICE

It is difficult to make any assessment of reference service as qualitative aspects are more important then quantitative aspects. Only quantitative data could be elicited through questionnaire. Neither the questions nor the replies have provided any firm basis to draw conclusions.

The reference service consists of short term questions involving data type information to be given in a short time, say 15 minutes and long range questions involving extensive literature search and preparation of bibliography/trend report in complex subjects. Only a few libraries have provided information about the bibliographies compiled by them. As mentioned earlier, it may be that the bibliography compilation work might be carried out by the Information Unit and not by the Library.

TABLE 7.2

REFERENCE SERVICE

Sl No	Name of the Institution	Nature of Reference Services of offered (1968-69)	No. of Bibliographies compiled	No. of items in the Bibliographies compiled	No. of Printed Bibliographies brought out	Strength of Reference Collection	Strength of the Clientele	Is Reference Collection adequate?	Remarks
1	2	3	4	5	6	7	8	9	10
1	BITM					550	97	No	
2	CBRI					500	338	No	Bibliographies compiled by Doc Section
3	CDRI					600	386	No	
4	CECRI	Oral & Short Range				772	319	Yes	
5	CEERI						261	Yes	
6	CFRI						738	No	
7	CFTRI	Reference question & Long Range				780	517	Yes	Bibliographies by Sci Inf Unit
8	CGCRI						327	Yes	
9	CMERI	'How to get' type	Yes		3		562	No	
10	CMRS						253	No	
11	CPHERI		Yes	-	-	312	192	No	
12	CRRI	Ready Reference = 1200 Long Range = 185	6	160	-	800	296	Fairly Adequate	
13	CSIO	Ready & Long Range	5	140		300	260	-do-	
14	CSIR	-	-	-	-	-	195	-do-	
15	CSMCRI	Ready Reference	27	50 entries each		800	189	No	

SERVICES

1	2	3	4	5	6	7	8	9	10
16	IIEM	Ready Reference Long Range =15	6	6,267			110	Yes	
17	IIP					180	447	No, filling up gap	
18	INSDOC	Ready Reference =200 & Long Range	200		6	3750	154	Yes	
19	NAL	Long Range Trend Report	7		Two trend & Litera-ture survey	810	399	Yes	
20	NBG	Ready & Long Range				1500	249	No	
21	NCL					4000	510	Fairly Adequate	
22	NGRI	Ready & Long Range	5	1,020	1	412	203	No, filling up gap	
23	NIO		2	386			88	-	
24	NML	Ready & Long Range	15			2000	604	Yes	
25	NPL		Yes			1500	610	Yes	
26	PID					500	81	Yes	
27	RRL-BR	Readey Reference & Data type				200	-	-	
28	RRL-HD		26			2500	84	No	
29	RRL-JK					250	473	No	
30	SERC		1	41		150	206	No	
31	VITM					450	40	-	
32	ATIRA	Ready & Long Range	Yes				216	80% adequate	
33	BTRA	Ready & Long Range	25			200	205	For com-mercial	
34	CRII						14	Statistics not adequate	
35	IJIRA					82	74	No	
36	IPIRA						31	Yes	
37	SASMIRA					100		Yes	
38	SITRA				5		59		
39	TRA		2				161	No	

Sixteen libraries have reported that their reference collection is not adequate. Another 13 libraries have adequate collection of reference material, while 6 libraries have fairly adequate collection. Twenty three libraries have given separate figures of their present reference collection. In all 17,648 reference publications are held by these libraries for a total clientele of 6779. For every member of the clientele 2.6 unit of reference books is the average.

7.3 CENTRAL INFORMATION FILE

The Central Information File (CIF) is the main store of information for the documentation services to be undertaken by a library. It contains complete bibliographical information in cards of material that is relevant to the work of the institution. Periodical articles, patents, reports, standards and specifications, symposia proceedings and other micro-documents are included in the CIF. Sometimes, secondary periodicals are also scanned for selection of items. The CIF may consist of two parts - a classified part of main entries and an alphabetical part of class index entries.

INSDOC completed a pilot project in 1963 in the NML to set up a Central Information Index. The organisational details of this project are contained in the report prepared by INSDOC. The technical aspect of the work has been discribed in the Annals of Library Science and Documentation Vol 11, No 1-3, Mar.-Sep., 1964, pp.17-22. The experiment carried out by INSDOC serves as a model to others.

TABLE 7.3

CE CENTRAL INFORMATION FILE

Sl No	Name of the Institution	Total No. of Entries in CIF	Annual Rate of Addition to CIF	No. of Source Periodicals Scanned	No. of Secondary Periodicals consulted	Nature of Entries in CIF	Arrangement of Entries in CIF	No. of Current Periodicals Received	Col. 5 / Col. 9 x 100	Col. 4 / Col. 5 x 100
1	2	3	4	5	6	7	8	9	10	11
2	CBRI	6,000	1,500	200	7	BBD	BS	311	64	8
3	CDRI	35,000	5,000	200	-	Ab(D&I)	ASH-PW	338	60	25
4	CECRI	3,189?	3,600	288	-	BBD	C	308	93	13
5	CEERI	10,000	6,000	350?	12	-	BS-PW	349?	100	17
7	CFTRI	30,000	6,000	507	-	BBD	C	507	100	12
8	CGCRI	33,000	8,000	200	-	BBD	C	464	43	43
9	CMERI	10,000	3,600	300	-	BBD & Ab	C	697	43	12
13	CSIO	Just Started	-	71	5	Ab(I)	PW	248	29	-
16	IIEM	6,400	1,000	200	10	BBD	C & BS	400	50	5
17	IIP	6,000	2,000	100	-	Ab	Random - Punched Cards	350	29	20
19	NAL	2,000 (Reports Only)	3,000	-	6	BBD	C	-	-	-
23	NIO	1,200	75	-	4	BBD	BS-D	60	-	-
24	NML	96,000	32,000	300	22	Ab & BBD	C	540	56	106
27	RRL-BR	8,000	4,600	220	7	BBD	C	225	98	21
29	RRL-JK	1,500	600	300	-	BBD	ASH	313	96	2
32	ATIRA	4,000	1,600	130	3	Ab	C	393	33	12

Ab = Abstracts
Ab(I) = Abstracts (Indicative)
Ab(D) = Abstracts (Descriptive)
ASH = Alphabetical Subject Index
BBD = Bare Bibliographical Detail
C = Classified
D = Division-wise
PW = Project-wise

Sixteen institutions have reported that they are maintaining the CIF. The size of the CIF and the rate of addition to it depend upon the nature and extent of research work, the subject covered and the literature output. Roughly two-thirds of the current periodicals received in the library are made use of in the selection of articles for the CIF. About 23 articles are selected from each source periodical for inclusion in the CIF. Nine institutions have been making use of secondary periodicals also for selection of items.

The nature of entries in the CIF is mostly in the form of bare bibliographical details. CDRI, CMERI (partly), CSIO, IIP, NML (partly), and ATIRA provide abstracts. The arrangement of entries in the CIF is classified in the case of 9 institutions, broad subject groups (project-wise) in the case of 5 institutions and alphabetical subject heading in the case of 2 institutions. IIP is using punched cards and the arrangement is therefore random. The classification scheme to be followed is an important consideration as the microdocuments have to be classified coextensivly. Most of the libraries are following the Universal Decimal Classification. Only CFTRI is following the Colon Classification.

The maintenance of CIF and the specialised documentation services to be offered call for adequate and qualified personnel at appropriate level. Much of the specialised documentation and information services could not be offered without adequate and proper staff. Of th. 16 institutions maintaining the CIF, only two institutions i.e. CSIO and NML have a post in the grade of Rs. 700-1250. Nine institutions have a post in the grade of Rs. 400-950. The other libraries are managing with posts in the grades of STA and JTA.

7.4 CURRENT AWARENESS SERVICE

The Current Awareness Service (CAS) is an alerting service to keep the scientists informed about the current developments in their areas of specialization. It is an index of all periodical articles, reports, standards, translations and other documents that are currently being received in the library. The CAS is essentially a local documentation activity and is slanted to the programme of work of the institution. The selection of articles for inclusion in the CAS is made by the scientific staff or the information staff which may or may not include the documentation and library staff. It is desirable to have the co-operation of the scientific staff for selection of articles but not at the cost of time. The items selected and processed initially for the CAS are incorporated in the CIF eventually.

The number of articles available for reporting in an issue would not determine the periodicity but speedy dissemination of new information receives the highest consideration. The structure and arrangement of entries and physical production are so planned that there is no undue delay in the release of CAS. Of the 19 institutions bringing out the CAS, 2 are offering weekly service, 5 are offering fortnightly service, 14 are offering monthly service and one is offering bi-monthly service.

The number of entries carried in an issue would depend upon the current intake and upon the items of likely interest to the institution appearing in it. There may not be any prescribed ceiling for the number of entries or the number of pages in an issue. On an average about 10-15 entries could be carried in a page.

The CAS could only give bare bibliographical details of the literature, because of the consideration of speed. Eleven libraries arrange the entries in the CAS by classified sequence. Broad subject heading is used by 5 libraries. Two libraries arrange the entries according to periodical titles. Index may not be necessary as the CAS is not a tool for retrospective search.

The CAS is brought out in mimeographed from especially when it is to be circulated to several addresses. About 100 to 200 copies are usually prepared. Only CECRI, CEERI and RRL-BR type out the CAS in a limited number of copies. The NML is typing out slips in 4 to 6 copies and circulate them in batches to the scientists. The CAS is distributed free. However CGCRI has priced it to the outsiders.

As regards staff requirements, it is not possible to work out any reliable formula on the basis of varying data given by the respondents. However, there is a rough indication that one technical person may be required to handle 6,000 items in a year. He may also require the assistance of one non-technical person for half the time.

TABLE 7.4

CURRENT AWARENESS SERVICE

Sl. No.	Name of the Institution	Title of CAS	Periodicity	Scope	No. of articles covered in 1968-69	No. of Pages of CAS in 1968-69	Nature of Entries	Arrangement of Entries	Physical Form	Free or Cost	No. of copies Prepared	Index	Time-lag	Selection of Articles By Whom	Man-days Spent on one issue	
															Tech-nical	Non-Tech-nical
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
2	CBRI	Documentation List	Weekly	On Projects	1,500	225	BBD	SH	Mimeo	Free	125 (Local only)	-	2 wks	Information Scientists	3	10
3	CDRI	Classified List of Current Scientific Literature	Fortnightly	On Projects	3,000	900	Ab (D&I)	A	List	Free	100		4 wks	Project Workers	15	
4	CECRI	Current Electro-Chemical Titles	Weekly	Electro-Chem	1,612 for 19 wks	86 for 19 wks	BBD	C	Typed		5		2 wks	Scientists	6	
5	CEERI	CEERI Documentation List	Monthly	On Projects	6,000	600	BBD	SH-PW	Typed		4		4 wks	Doc. Staff	25	6
7	CFTRI	1) Library Bulletin	Monthly	Journals received	6,000	240	BBD	C	Mimeo	Free	200	Monthly	8 wks	Scientists Chairman Library Committee	30	14
		2) Documentation List for Food Technology	Monthly	-do-												
8	CGCRI	CGCRI Documentation List	Monthly	Glass & Ceramics	3,600	650	BBD	C	Mimeo	Free to local Scientist & Priced for others	165	-	2-4 wks	Scientists		
9	CMERI	1) Contents list: Current Engineering Literature at CMERI	Fortnightly		3,600	720	BBD	C	Mimeo	Free	200		4 wks		12	14
		2) Patent Documentation Service	Fortnightly		3,600	720	BBD	C	Mimeo	Free	200		4 wks			14
12	CRRI	Highway Documentation	Fortnightly				AN	C	Mimeo	Free	100		4 wks	Doc. Officer	20	4

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
13	CSIC	Documentation List	Monthly				BBD	PE	Mimeo	Free	75		4 wks	Sci-in-Charge	3	6
15	CSMCRI	CSMCRI Documentation List	Monthly	On Projects	600	60	BBD	BSH	Mimeo	Free	25		4 wks	Doc. Staff & Director	20	6
19	NAL	1) NALS DOC List	Monthly		2,400		BBD	C	Mimeo	Free	100			Library	7	
		2) Current Scientific and Technical Reports	Monthly		2,400		BBD	C	Mimeo	Free	100		8 wks	Staff	7	
		3) Selected Abstracts from Russian and Foreign Literature	Bi-monthly		1,200		Ab	C	Mimeo	Free	100		42 wks		7	
22	NGRI	NGRI Documentation List	Fortnightly				BBD	C	Mimeo	Free	30		2 wks	Doc. Section	3	
24	NML	Index of Technical Articles	Monthly		32,000		Ab & BBD	C	Typed slips	Free	4 to 6	Monthly	6 to 8 wks	Divisional Heads & Libr. Staff	25	2
27	RRL-BR	Documentation List (3 Sections)	Monthly		4,600	708	BBD	C	Typed	Free	7		1 to 2 wks	Doc. Staff	12	6
29	RRL-JK	Select List	Monthly				BBD	BC	Mimeo	Free	100		4 to 6 wks	SSA (Doc)	13	7
32	ATIRA	Current Information Bulletin	Monthly				Ab(D)	BSH	Mimeo	Free	100	Author Index	1 to 4 wks	Res. Staff		
33	BTRA	Current Textile Literature	Monthly		500	80	Ab & AN	PE	Mimeo	Free	250			Librarian Director		
36	IPIRA	IPIRA Newsletter	Monthly					C	Mimeo	Free	150	Annual Index	4 wks	Information Officer		
38	SITRA	Current Periodicals Literature	Irr.		689	145	BBD & AN	C	Mimeo	Free	20		2-3 wks	Librarian	21	

A = Alphabetical by Author
Ab = Abstracts
AN = Annotation
BBD = Bare Bibliographical Detail
BC = Broad Classification
BSH = Board Subject Heading
C = Classified
(D) = Descriptive
(I) = Indicative
PE = Periodical-wise

7.5 ABSTRACTING SERVICE

Abstracting work is time-consuming. It requires adequate staff with subject knowledge. Before an abstracting service is planned, especially by an individual library, it may be examined whether the existing international abstracting services are inadequate and whether there is any special need to provide this service to the clientele in the absence of any other service. For example, CRRI Road Abstracts covers only Asian and African countries and Australia because other services have taken care of the literature of remaining countries. There has been no comprehensive service in Food Technology for quite some time and CFTRI has thought it worthwhile to bring out the Food Technology Abstracts. There has been a need to bring out abstracting service in the special field of Desalination as CSMCRI is currently engaged in this problem actively. NAL is bringing out the Selected Abstracts from Russian and other Foreign Scientific literature, mainly to stimulate the use by their local scientists of the literature appearing in less familiar languages. The Abstracting Service brought out by the Co-operative Research Associations are intended to disseminate current information to their members, especially to the outstation members who do not have direct access to the literature.

The Abstracting Service, being costly, is planned for wider distribution and is not therefore restricted to the interests of the institution only as in the case of CAS. Certain criteria for selection of articles for inclusion in the Abstracting Service may be observed but all possible sources should be scanned comprehensively. It is therefore, necessary for the library to acquire all source material comprehensively.

TABLE 7.5

ABSTRACTING SERVICE

Sl No	Name of the Institution	Title of the Abstracts Service	Periodicity	Scope	No. of Periodicals scanned	No. of Abstracts covered in 1968-69	No. of pages in 1968-69	Arrangement of Entries	Selection of Articles by
1	2	3	4	5	6	7	8	9	10
2	CBRI	CBRI Abstracts	Quarterly	CBRI work		116	110	Broad subject	
4	CDRI	Abstracts included in classified list of Current Scientific Literature							
7	CFTRI	Food Technology Abstracts	Monthly		125	2000	400	-do-	Sci. Information staff
12	CRRI	CRRI Road Abstracts	Half yearly	Literature of Asia ,, Africa & Australia	114	305	40	-do-	Scientists & Doc Officer
15	CSMCRI	Desalination Abstracts	Three times a year	Desalination	30	210	67	-do-	Desalination Information Group
19	NAL	Selected Abstracts from Russian and Other Foreign Scientific Literature	Bi-monthly				300	Classified	Library Staff
32	ATIRA	Current Testile Literature with Abstracts	Bi-monthly		200	600	169	Broad subject	Library Staff Res. Staff
33	BTRA	BTRA Abstracts	Bi-monthly		35	40	65	-do-	Dept. Heads
36	IPIRA	Title Service Abstracts New Developments and Review Articles	Monthly		72		120	Classified	Inf. Officer, Sci. Staff
37	SITRA	Journal Abstracts	Bi-monthly		37	26	23	Discipline wise	Tech Staff.

The arrangement of entries in the Abstracting Service is usually by broad subjects. Though the documentation and library staff may select the articles in consultation with the scientific staff, subject specialists are required to prepare the abstracts from the point of view of quality of abstracts and accuracy of information. The time-lag in reporting the literature with abstracts may not normally take more than four to six months from the date of publication of the original article. Index is necessary for the Abstracting Service as it is to be used as a tool for retrospective search.

Only CRRI Road Abstracts is printed. All others bring out the Abstracting Service in mimeographed form. The Abstracting Service is distributed free of cost by all the institutions.

7.6 TRANSLATION SERVICE

As nearly 50 percent of scientific literature appears in languages other than English, the translation service assumes importance in our science libraries. The CSIR libraries draw upon the centralised translation service provided by INSDOC. However, a few institutions such as CECRI, CFTRI, CGCRI, CRRI, NAL and NML have found it necessary to appoint staff translators. The translation staff may or may not be attached to the library.

The CSIR institutions have been permitted to avail of the services of their own scientific staff for translation work on payment upto a ceiling of Rs. 500/- per individual in a year at INSDOC rates i. e. Rs. 6. 00 per typed page of translation consisting of approximately 300 words for Dutch, French, German, Italian, Russian and Spanish, Rs. 9. 00 for Japanese and Rs. 8. 00 for Slavonic and other exotic languages

The figures given on the number of translated documents and pages of translations upto 1968-69 and in 1968-69 separately include the work done by the staff translators as well as the scientific staff of the institution. The institutions in general have facilities for translation from French, German and Russian.

Only 15 institutions have given the actual figures for the number of translations obtained by them from INSDOC. In all, 1,463 translations have been obtained by them from INSDOC upto 1968-69. This is a fairly considerable proportion, considering the total turn-over of work on translation by INSDOC. Eight institutions have reported that they have obtained in all 79 translations from INSDOC in 1968-69. A few institutions such as CFRI (from Iaslic), NML (from British Iron and Steel Institute and Henry Butcher), SERC (from C & CA) and IPIRA (from CSIRO, Australia) have obtained copies of translations already accomplished.

In Column 14, the number of foreign language titles currently received by the libraries is given. In the total intake of periodicals, the number of foreign language titles appears to be small. The cover-to-cover translated periodicals have obviated the need to get the original foreign language periodicals to some extent. Scientists in our country are generally able to follow scientific communications in German and French without the need to have full length translation. Russian is also gaining currency. The other languages are mostly unfamiliar to our scientists, and there may not be any great necessity to obtain periodicals published in those languages. This may be also another reason for the poor intake of foreign language periodicals in the libraries. However, for occasional demands, the resources of INSDOC library which include a number of foreign language titles, could always be drawn.

It has been specifically asked as to what steps are being taken to disseminate the contents of the foreign language periodicals received in the library. The answers have not been satisfactory. It is likely that titles of articles appearing in the current issues of foreign language periodicals received in the library might be translated and included in the Current Awareness Service. However, this information was not specifically asked for, nor provided by the respondents on their own. NAL provides the single instance where active steps are being taken to disseminate the contents of foreign language periodicals by its bi-monthly service "Slected Abstracts from Russian and other Foreign Literature".

In the list given below, the titles of cover-to-cover translated periodicals being received by the CSIR institutions and Co-operative Research Associations is given. There is now an increasing tendency to publish cover-to-cover translated periodicals. They are however very costly. They help to solve the translation problem to some extent. Further, the use of literature published in less familiar languages is stimulated by these attempts.

TABLE 7.6

TRANSLATION SERVICE

Sl No	Name of the Institution	No. of Full Time Translators	No. of Documents Translated upto 1968-69	No. of Documents Translated In 1968-69	No. of pages Translated upto 1968-69	No. of pages Translated In 1968-69	In which languages facilities available	Is using Scientists of Lab and Remuneration	No. of Translations obtained from Insdoc upto 1968-69	No. of Translations obtained from Insdoc In 1968-69	No. of Translators obtd. from other agencies	If maintaining master-file and Index of Translators	No. of Foreign language periodicals received	No. of Cover-to-cover translated periodicals received
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	BITM													Nil
2	CBRI		De 17 Fr 9		De 100 Fr 70		De Fr		20	1		Yes	5	5
3	CDRI												13	5
4	CECRI	1	De 96 Fr 41 Ru 41	De 11 Fr 13 Ru 13	De 808 Fr 419 Ru 391	De 72 Fr 114 Ru 89	De Fr Ru		Very few 69	3	Yes, occasional	Yes	33	5
5	CEERI							Yes	20	3	3	Yes	9 31	13 22
6	CFRI		De 18 Fr 6 Pl 9 Ru 20					Yes	14					
7	CFTRI	Yes	250				De Es Fr It		6			Yes	50	1
8	CGCRI	2	De 10 Fr 14 Ru 5		De 124 Fr 140 Ru 55		De Fr Ru	Yes					33	8
9	CMERI							Yes						Nil
10	CMRS		10		500		De Ru						10	Nil
11	CPHERI								2				30	Nil 7
12	CRRI	1					Fr		340	3			7	11
13	CSIO								1					Nil
14	CSIR												3	4
15	CSMCRI							For Japanese at Insdoc rate						
16	IIEM												18	7
17	IIP		De 1 Ru 1		De 20 Ru 5		De Ru	Yes	5	1			6	4
18	INSDOC													77
19	NAL	1			De 70 Fr 102 Ru 300		De Fr Ru	Yes at Insdoc rate					25	4
20	NBG													Nil
21	NCL												70 55	18 8

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
22	NGRI							Yes	60	13				Nil
23	NIO								10		Yes BISI		48	27
24	NML	1					De				& Henry			
							Fr				Brutcher			
							Ru						42	30
25	NPL								774	11				Nil
26	PID												2	15
27	RRL-BR								100	44		Yes	24	15
28	RRL-HD		De 59	De 2	De 600	De 14	De	Yes, at	30					
			Fr 32	Fr 3	Fr 300	Fr 36	Fr	Insdoc rate					14	15
29	RRL-JK								12		Yes	Yes		1
30	SERC		De 12		De 400		De	Yes, at Rs. 6			C&CA			
							Fr	per typed						
								page						Nil
31	VITM												7	8
32	ATIRA						De	Yes, at						4
							Fr	Rs. 6 per						
							Ru	300 words						
33	BTRA							Yes at						
								Insdoc rates					6	4
34	CRII													
35	IJIRA													7
36	IPIRA		De 37				De	Yes, not						1
			Fr 19				Fr	paid			Yes, from	Yes	25	
			Ru 2				Ru				CSIRO			
37	SASMIRA										Australia			
38	SITRA													
39	TRA													1

De = German
Es = Spanish
Fr = French
It = Italian
Pl = Polish
Ru = Russian

COVER-TO-COVER TRANSLATED PERIODICALS

1 Abstract Journal of Scientific and Technical Information
INSDOC

2 Abstracts Journal of Metallurgy - Part A Science of Metals
NML

3 Abstracts Journal of Metallurgy - Part B Technology of Metals
NML

4 Angewandte Chemie
CDRI, CSMCRI, RRL-BR, RRL-HD

5 Antibiotics
CDRI

6 Applied Biochemistry and Microbiology
INSDOC, RRL-JK

7 Applied Electrical Phenomena
INSDOC, NPL

8 Applied Solar Energy
INSDOC

9 Astrophysics
INSDOC

10 Automatic Welding
NML

11 Automation and Remote Control
CEERI, CSIO, NPL

12 Autometry
INSDOC

13 Biochemistry
CDRI, CFTRI, IIEM, NCL, RRL-JK

14 Biophysics
IIEM, INSDOC

15 Bulletin of the Academy of Sciences - Division of Chemical Science
CFRI, INSDOC, NCL, RRL-HD

16 Bulletin of the Academy of Sciences USSR - Geophysical Series
NGRI

17 Bulletin of Experimental Biology and Medicine
CDRI, IIEM, RRL-HD

18 Chemical and Petroleum Engineering
CFRI, INSDOC, NML

19 Chemistry of Heterocyclic Compounds
CFRI, INSDOC

20 Chemistry of Natural Compounds
INSDOC, RRL-JK

21 Chemistry and Technology of Fuels and Oils
CFRI, INSDOC

22 Coke and Chemistry USSR
CFRI, NML, RRL-BR, RRL-HD

23 Colloid Journal
CFRI, INSDOC, RRL-BR, ATIRA

24 Combustion Explosion and Shock Waves
INSDOC

25 Cosmic Research
INSDOC

26 Cybernetics
INSDOC

27 Cybernetics Abstracts
INSDOC

28 Defectescopy: A Journal of Non Destructive Testing
INSDOC

29 Differential Equations
INSDOC

30 Doklady of the Academy of Sciences USSR, Earth Sciences Section
INSDOC, NGRI

31 Doklady Biochemistry
IIEM, INSDOC, NCL

32 Doklady Biological Sciences
IIEM

33 Doklady Biophysics
INSDOC

34 Doklady Chemical Technology
CBRI, CFRI, CRII, CRRI, INSDOC

35 Doklady Chemistry
CRRI, INSDOC

36 Doklady Geological Science Section
CFRI

37 Doklady Physical Chemistry
CECERI, CFRI, CRII, INSDOC

38 Electric Technology USSR
NPL

39 Electrical Engineering in Japan
INSDOC

40 Electronics & Communication in Japan
CEERI, INSDOC

41 Engineering Cybernetics
CEERI, INSDOC

42 Exploration Geophysics
NGRI

43 Fluid Dynamics
INSDOC

44 Friction and Wear in Machinery
NPL

45 Functional Analysis and its Applications
INSDOC

46 Geomagnetism and Aeronomy
INSDOC

47 German Patent Abstract
RRL-BR

48 Glass and Ceramics
CGCRI, INSDOC, RRL-HD

49 High Temperature
CFRI, NML, NPL

50 Hydrotechnical Construction
CRRI

51 Industrial Laboratory
CSIO, NPL

52 Inorganic Materials
INSDOC

53 Instrument et Laboratoire
RRL-HD

54 Instruments and Experimental Techniques
CEERI, CSIO, NPL

55 International Chemical Engineering
CFRI

56 International Geology Review
NGRI

57 Izvestiya of the Academy of Sciences. USSR - Physics of the Solid Earth
INSDOC

58 Journal of Analytical Chemistry of the USSR
CFRI, INSDOC, NCL, RRL-BR, RRL-HD

59 Journal of Applied Chemistry of the USSR
CBRI, CECERI, CFRI, CGCRI, CRRI, CSMCRI, IIP, NCL, NPL, RRL-BR, RRL-HD, CRII

60 Journal of Applied Mathematics and Mechanics
INSDOC

61 Journal of Applied Spectroscopy
INSDOC, NPL

62 Journal of Engineering Physics
CBRI, INSDOC, NML

63 Journal of Experimental and Theoretical Physics
NAL

64 Journal of General Chemistry of the USSR
CFRI, INSDOC, NCL, RRL-BR, RRL-HD, RRL-JK

65 Journal of Organic Chemistry of the USSR
INSDOC

66 Journal of Structural Chemistry
CGCRI, INSDOC, RRL-HD, CRII

67 Journal of Textile Machinery of Japan
BTRA

68 Kinetics and Catalysis
CFRI, IIP, RRL-BR, RRL-HD

69 Lithology and Mineral Resources
INSDOC

70 Machines and Tooling
NPL

71 Magnatohydrodynamics
INSDOC

72 Mandeleev Chemistry Journal
INSDOC

73 Measurement Techniques
CSIO, INSDOC, RRL-BR

74 Mechanics of Solids
INSDOC

75 Metallurgist
NML

76 Metal Science and Heat Treatment
NML, NPL

77 Microbiology
IIEM, INSDOC, NCL, RRL-JK

78 Moscow University Chemistry Bulletin
INSDOC

79 Moscow University Physics Bulletin
INSDOC

80 Optics and Spectroscopy
CGCRI, CSIO, NPL

81 Petroleum Chemistry USSR
CFRI, IIP, INSDOC

82 Petroleum Geology
INSDOC

83 Physics of Metals and Metallography
NML, NPL

84 Polymer Mechanics
INSDOC

85 Polymer Science USSR
CFRI, NCL

86 Problems of Information Transmission
INSDOC

87 Protection of Metals
INSDOC, NML

88 Radio Engineering
CEERI

89 Radio Engineering and Electronic Physics
NPL

90 Refractories
CGCRI, INSDOC, NML, CRII

91 Russian Castings Production
INSDOC, NML

92 Russian Chemical Reviews
IIP, NCL, RRL-BR, RRL-HD

93 Russian Engineering Journal
CRRI, NPL

94 Russian Journal of Inorganic Chemistry
NCL, NPL, RRL-BR, RRL-HD

95 Russian Journal of Physical Chemistry
NCL, NPL, RRL-HD

96 Russian Mathematical Surveys
INSDOC, ATIRA

97 Russian Metallurgy
NML

98 Siberian Mathematical Journal
INSDOC

99 Soil Mechanics and Foundation Engineering
CBRI, CRRI, INSDOC, CRII

100 Soviet Aeronautics
NAL

101 Soviet Applied Mechanics
INSDOC
102 Soviet Astronomy
NPL
103 Soviet Atomic Energy
INSDOC
104 Soviet Electro-Chemistry
CECERI, CEERI, INSDOC, NML
105 Soviet Electrical Engineering
INSDOC
106 Soviet Inventions Illustrated Section I Chemical
CECERI, CFRI, RRL-BR
107 Soviet Inventions Illustrated Section II Electrical
CFRI, RRL-BR
108 Soviet Inventions Illustrated Section III Mechanical and General
CFRI, RRL-BR
109 Soviet Journal of Instrumentation and Control
CEERI, CSIO, CSMCRI, NPL, RRL-HD
110 Soviet Journal of Non-ferrous Metals
NML
111 Soviet Journal of Nuclear Physics
INSDOC
112 Soviet Journal of Optical Technology
CSIO, NPL
113 Soviet Materials Science
CGCRI, INSDOC
114 Soviet Metal Technology
NML
115 Soviet Mining Science
INSDOC
116 Soviet Physics-Acoustics
CBRI, CEERI, NGRI, NPL, RRL-BR
117 Soviet Physics-Crytallography
CFRI, CGCRI, NCL, NML, NPL, ATIRA, CRII
118 Soviet Physics-Doklady
CEERI, CSIO, NCL, NML, NPL
119 Soviet Physics-Jetp
NCL, NML, NPL
120 Soviet Physics Journal
INSDOC
121 Soviet Physics-Semiconductors
CEERI, NPL
122 Soviet Physics-Solid State
CECRI, CEERI, CFRI, CGCRI, CSIO, NAL, NCL, NML, NPL
123 Soviet Physics-Technical Physics
CEERI, NAL, NGRI, NML, NPL
124 Soviet Physics-Uspekhi
CFRI, CSIO, NCL, NML, NPL
125 Soviet Plant Physiology
CSMCRI, NCL
126 Soviet Plastics
INSDOC
127 Soviet Powder Metallurgy and Metal Ceramics
INSDOC, NML, RRL-BR
128 Soviet Progress in Chemistry
INSDOC
129 Soviet Radio Chemistry
INSDOC
130 Soviet Rubber Technology
NCL
131 Soviet Science & Technology
ATIRA
132 Soviet Science in Translation
ATIRA
133 Soviet Soil Science
CRRI
134 Stal
NML
135 Technology of the Textile Industry USSR
ATIRA, BTRA, INSDOC, IJIRA, SITRA
136 Telecommunications and Radio Engineering
CEERI, CSIO, NPL
137 Textile - Praxis
ATIRA, BTRA
138 Theoretical and Experimental Chemistry
INSDOC
139 Theory of Probablity and its Application
INSDOC, ATIRA, BTRA
140 Thermal Engineering
INSDOC, RRL-BR
141 Toxicology and Applied Pharmacy
CDRI
142 USSR Computional Mathematics and Mathematical Physics
NPL, SERC
143 USSR Official Bulletin of Patents and Inventions
CFRI
144 Welding Production
INSDOC, NML

7.7 REPROGRAPHIC SERVICE

In special libraries, reprographic facilities are increasingly being made available now-a-days. The libraries have simple copying equipment, mainly to meet their internal needs. The facilities may be made available, if possible, to outside clientile on payment. The Reprographic Unit is not managed by the Library but it forms part of the General Photo Section of the institution. Problems of foreign

TABLE 7.7

REPROGRAPHIC SERVICE

Sl No.	Name of the Institution	Facilities For Microfilm	Photocopy	Xerography	Others	Administration of Reprography Unit	Rates if Charged	Output During 1968-69	Availability of M'Film/ M'Fische/ M'Card reader	Difficulty if any in obtaining raw materials and spares
1	2	3	4	5	6	7	8	9	10	11
1	BITM									
2	CBRI	Yes	Yes (contact)			Information Dept.		20 Doc.	M'Film Reader	Photopaper procurement
3	CDRI		Yes			Photo Section	Re. 1/- per page + postage	51 Doc.	M'Film Reader	
4	CECRI	Yes	Yes			Photo Section	M'Film at Rs. 2.30 for first 15 pages and Rs. 1.25 for subsequent pages. Photocopy 11" x 6" = Rs. 1.35 17" x 12" = Rs. 3.20	M'Film 1500 p. and P'Copy 2500 p.	M'Film Reader M'Card Reader	Good quality not getting. East European material sub-standard
5	CEERI								M'Film Reader cum Printer	
6	CFRI		Yes			Separate Dept.		108 Doc.	M'Film Reader	
7	CFTRI								M'Film Reader	
8	CGCRI		Yes Transcopy Duplex (Reflex) Machine			Photo section	Rs. 2/- per page to outsiders	150 p.	M'Film Reader	Foreign exchange difficulty.
9	CMERI	Yes	Yes			Photo Division	Insdoc rates		M'Film Reader	
10	CMRS									
11	CPHERI	Yes	Yes			Photo Division	Insdoc rates to outsiders		M'Film Reader	

1	2	3	4	5	6	7	8	9	10	11
12	CRRI	Yes, German Kodak Recordak AH 3	Yes Delux Document Printer KB	-	-	I & OR Division	Internal use only		2 M'Film Reader	
13	CSIO	Yes Exkta verxb 35 m. m. Copying Unit	Yes Reflex		Lithotype Process Camera, Offset machines	Information Division	Yes, at Insdoc Rates	762 Doc. 1150 p. copy	M'Film Reader	
14	CSIR									
15	CSMCRI		Yes Duplomot			Information Division	Internal use only	20 Doc.	2 M'Film Reader 1 M'Card Reader	Difficulty in getting photopaper.
16	IIEM	Yes Reprovit -2	Yes Reprovit		Wet Process Reflex Copying	Photo Section	Internal use only		M'Film Reader	
17	IIP		Yes			Photo Section	Insdoc rates		M'Film Reader M'Fische Reader	
18	INSDOC									
19	NAL	Yes	Yes		Letter Press Offset Units, Electrical Duplication	Graphic Arts Division	Insdoc rates to outsiders		M'Film Reader M'Fische Reader	
20	NBG		Yes			Photo Section			M'Film Reader M'Fische Reader	
21	NCL	Yes	Yes			Tech. Services Section			M'Film Reader M'Card Reader	Foreign exchange difficulty for spares
22	NGRI								M'Film Reader	
23	NIO									
24	NML								M'Film Reader	
25	NPL			Pylorys: Zestaw Kserographiczny TyPKS-2		Photo Section			M'Film Reader	

1	2	3	4	5	6	7	8	9	10	11
26	PID									
27	RRL-BR								M'Film Reader	
28	RRL-HD	Yes	Yes			Photo Section	Internal use only		M'Film Reader	
29	RRL-JK									
30	SERC	Yes	Yes			Photo Section	Internal use only		M'Film Reader ordered	
31	VITM									
32	ATIRA	Yes	Yes Photo-stat			Library	P. copy at Rs. 2/- to outsiders		M'Film Reader	
33	BTRA				Contact Printer (Docu-stat)	Library	Members only	10 pages per week		
34	CRI									
35	IJIRA		Yes							
36	IPIRA		Yes			Photo Section	Rs. 3/- for first page and Rs. 2/- subsequent pages			
37	SASMIRA									
38	SITRA	Yes Leica IG Yashika -635	Yes			Photo Section	Actual cost to members		M'Film Reader	Difficulty in getting Photopaper
39	TRA		Yes Doc Printer					175	M'Film Reader	

exchange, procurement of photographic material, airconditioning facilities, supervision etc are too many for the Library to manage them by itself.

CBRI, CECRI, CMERI, CPHERI, CRRI, CSIO, IIEM, NAL, NCL, RRL-HD, SERC, ATIRA and SITRA have facilities for microfilming. CBRI, CDRI, CECRI, CFRI, CGCRI, CMERI, CPHERI, CRRI, CSIO, CSMCRI, IIEM, IIP, NAL, NBG, NCL, RRL-HD, SERC, ATIRA, IJIRA, IPIRA, SITRA and TRA have facilities for photocopying. NPL has acquired the Polish Xerography model Pylorys: Zestaw Kserographiczny TYPKS-2. Incidentally, NPL has also recently developed a Xerography equipment and it is under trial. CSIO and NAL have facilities for offset printing. INSDOC has a full range of reprographic equipment for its regular services.

The reprographic services are usually charged for to the outsiders according to INSDOC rates i.e. Rs. 2.00 per strip of 10 pages or part thereof for microfilm and Rs. 2.00 for first 2 pages and Re. 1.00 for each additional page of the same paper for photocopy. However a few institutions have their own rates.

Most of the institutions have microfilm reader. CECRI, CSMCRI and NCL, have microcard reader. IIP, NAL, NBG have microfische reader. CEERI is having Microfilm Reader-Cum-Printer.

7.8 PUBLICATIONS

The List of Additions, the Current Awareness List, the Abstracting Service and the bibliographies being brought out by the libraries have been mentioned earlier. In Table 7.8, the Illustrated Guide to the Library, the Annual Report of the Library and other publications have been covered. In a few cases, the publications of the Information Division to which the Library forms part of, have also been mentioned.

Except CECRI which has prepared a circular, the libraries have not brought out any Guide to the Library to enable the new members to appraise themselves of the library facilities. All the libraries have framed the Library Rules. No library is bringing out separately its Annual Report. However, the data about the library activities are included in the Annual Report of the institute. Quite a few have brought out the Catalogue of Holdings of Serials.

TABLE 7.8

PUBLICATIONS

Sl. No.	Name of the Institution	Illustrated Guide to the Library	Annual Report	Other Publications
1	2	3	4	5
1	BITM	No	Included in Inst. Report	
2	CBRI	No	-do-	Building Digest; Building Materials Notes; Annual Report; Proc. of Conferences & Seminars, Brochures and Special Publications
3	CDRI	No	-do-	Annual Report of the Institute
4	CECRI	A circular is prepared on the use of Library	-do-	Annual Report; Memoirs, Seminar Abstracts Brochures and Pamphlets
5	CEERI	-		-
6	CFRI	-	-	-
7	CFTRI	-	Included in the Inst. Report	Annual Report; Khadya Vijnan (4/12), Hindi; Ahara Vignana (4/12), Kanada.; Symposia Proceedings; Pamphlets
8	CGCRI	-	-do-	CGCRI Bulletin (4/12); CGCRI Doc List (12/12) Technical Circular (Occasional)
9	CMERI	-	-	-
10	CMRS	-	Yes	-
11	CPHERI	-	Included in Inst. Annual Report	Catalogue of Serials
12	CRRI	-	-do-	Road Research Papers; Road Research Monographs. Road Research Notes; CRRI Special Reports

SERVICES

1	2	3	4	5
13	CSIO	-	-do-	Instruments News (4/12); Directory of Scientific Instruments & Components Manufactured in India 1969. Catalogue of Periodical Publications 31.12.1969; Brochure; Prospectus.
14	CSIR	-	-	-
15	CSMERI	-	-do-	Salt Research and Industry (4/12); Proceedings of Seminar; Special issue on Water Desalination Desalination Information News (4/12)
16	IIEM	-	-	Annual Report
17	IIP	-	-	-
18	INSDOC	-	-	Union Catalogues 12; Bibliographies; Exhibition Catalogues.
19	NAL	-	Included in Inst. Annual Report	-
20	NBG	-	-do-	-
21	NCL	-	-do-	-
22	NGRI	-	-do-	-
23	NIO	-	-do-	-
24	NML	-	-do-	-
25	NPL	-	-do-	-
26	PID	No	-do-	-
27	RRL-BR	-	-do-	-
28	RRL-HD	-	-	-
29	RRL-JK	-	-	-
30	SERC	-	-	-
31	VITM	-	-do-	Computer Centre Bulletin (4/12)
32	ATIRA	Under Preparation	Included in the Inst. Annual Report	Brochures and Pamphlets List of Patent Specifications available at ATIRA List of B S. Specifications, Handbooks, Codes - List of ATIRA Publications List of Papers to Seminars, Conferences, Symposia and Convention
33	BTRA	-	-do-	100 Publication of BTRA.
34	CRII	-	-	-
35	IJIRA	-	-do-	-
36	IPIRA	-	Yes	-
37	SASMIRA	-	-	-
38	SITRA	-	Included in the Inst. Annual Report	Catalogue of Periodicals
39	TRA	-	Included in Annual Scientific Report	Compilation of Indexes. Tea Encyclopaedia Annual Report; Miscellaneous Reports